



Governor Job Description

Purpose of the Role

To contribute to the strategic oversight and operational assurance responsibilities of the Board. This will include, but not be limited to the academic direction, strategic planning and mission of the school, supporting the decisions of the board and its committees once they have been reached, based on collective responsibility.

Main Duties

- To contribute to the robust governance of the school and provide constructive challenge to the Headteacher in a spirit of openness, accountability and mutual respect.
- To have regard to the interests of learners, staff, stakeholders and the wider community in considering the work of the school at a strategic level
- To undertake induction training on appointment to the role
- To comply with the provisions of the following documents as they apply to the role of members of the Governing Board:
 - Instrument and Articles of Government
 - Terms of Reference
 - Code of Conduct
 - DfE Maintained Schools Governance Guide
 - The Nolan Committee's seven principles of public life
 - The school's financial regulations and financial procedures
- To act in the best interests of Whitehills Primary School.
- To read all papers sent prior to a meeting to ensure a full and informed debate and decision-making process.
- To support decisions of the school and its committees once they have been reached based on collective responsibility, even though you may have spoken against a proposal during a debate at a meeting.
- To give due priority to attending meetings of the school and its committees, attending and participating actively in the school meeting as required, and to be a member of at least one committee or lead governor role.
- To attend school events (such as student awards presentations and open days/evenings) to gain an appreciation of the work of the school and to meet its students and staff.
- To participate in training and school development activities to develop knowledge and skills, and to read educational material from a variety of sources.
- To promote the effective implementation of the school's equality and diversity policies in relation to all aspects of the duties of the role.
- To promote the effective implementation and oversight of the school's statutory responsibilities in relation to the Safeguarding of all learners and staff.
- To promote the highest standards of health and safety practice in relation to all aspects of the duties of the role
- To understand that individual members have no specific powers, e.g., statements may only be made on behalf of the school by those authorised to do so.

Key Accountabilities To:

- The school's learners and customers for quality of experience and outcome
- The Government, Education Skills Funding Agency and public for the use of public funds
- The local community for a local resource
- School staff as their legal employer

Eligibility

- Governors are required to make an annual declaration of eligibility and interests. This is held by the Clerk & Governance Advisor to the School and is made available to members of the public on request.
- A person is not eligible to be a Governor of a School if he or she has been declared bankrupt within the last three years or served a sentence for a conviction within the last five years or been removed from office as a member of an FE Board within the last ten years.
- Although not a statutory requirement, Governors are required to agree to Disclosure & Barring Service (DBS) checks on appointment and reappointment and must supply right to work in the UK documents.
- Governors are required to participate in the annual appraisal and skills audit programme.

Governor Person Specification

Core Elements

Governors should be able to demonstrate: -

- An active interest in primary education
- Commitment to promoting and championing the importance of equality and diversity.
- Commitment to quality and raising standards.
- Willingness to promote the school within the community it serves.
- Ability to work positively with others and to contribute as a member of a team.
- Ability to shape and agree strategies and policies and ensure these are monitored and implemented.
- Ability to make reasoned decisions and to act honestly, diligently and in good faith.
- Ability to contribute to establishing performance targets and the monitoring of performance against these.
- Commitment to attend Board Meetings, Committees and Away Days and development events.

Generic Skills

- Strategic awareness
- Financial awareness
- Sharing best practice
- Vision and commitment
- Ability to share and work to common values.
- Critical listening and appraisal skills
- Ability to ask probing questions.
- Analytical and problem-solving abilities.
- Integrity to act without self-interest.
- Ability to work within a framework of collective decision-making and in the best interests of the Board and the School.
- Awareness of standards in public life, public accountability and a determination to abide by them.
- Respect for confidential discussions/reports
- Communication skills

What does a Governor of Whitehills Primary School do?

Governors need to be committed to the school and are expected to attend 6 Board Meetings each year. Governors are encouraged to serve on one or more of the Board's committees being Finance and Personnel Committee (approx. 6 meetings per year), Health and Safety Committee (approx. 3 meetings per year) and Disciplinary committees which are on an ad-hoc basis. All Board meetings and Finance committee meetings take place on a Thursday from approximately 6.00pm.

School Governors are volunteers and do not receive remuneration. They are appointed based on their relevant skills and experience. Governors make a positive contribution to the school with an important part to play in raising standards through strategic direction, ensuring accountability and monitoring and evaluating school performance.

The role of a Governor is non-executive. Governors should be as flexible as possible in executing their responsibilities and duties, ensuring that their oversight of the school does not interfere with the day-to-day operational management of the school, which is the responsibility of the Headteacher. However, Governors will be required to monitor school performance by setting targets and agreeing key performance indicators in areas including finance and quality.

Governors have an important role to play in promoting school interests. This includes fostering good relations between the school and the community it serves and ensuring that the aims and objectives of the school are understood.

Governors have a genuine interest and concern in the learner experience. This includes ensuring that the school provides an environment for all students to safely enjoy their time at the school, develop and succeed.