

# Governor Job Description

**The Local Governing Body currently meets four times per year and the meetings are held during the evenings (6.30-8.00 pm). Governors are also expected to carry out termly monitoring visit to the schools.**

The role of a Governor is to actively contribute to the work of the Local Governing Body to ensure high standards of achievement for all children in our academies.

Activities: A Governor is expected to:

1. Contribute to the strategic discussions at Local Governing Body meetings which determine:
  - The vision and ethos of the academy.
  - Set clear and ambitious strategic priorities and targets for the academy.
  - Ensure that all children, including those with special educational needs and disability, have access to a broad and balanced curriculum.
2. Hold academy leaders to account by monitoring the academy's performance including:
  - Agreeing the outcomes from the academy's self-evaluation and ensuring they are used to inform the priorities in the School Improvement Plan.
  - Considering all relevant data and feedback provided on request by academy leaders and external sources on all aspects of the academy's performance.
  - Asking challenging questions of academy leaders.
  - Ensuring academy leaders have arranged for the required audits to be carried out and receiving the results of those audits.
  - Ensuring academy leaders have developed the required policies and procedures and the academy is operating effectively according to those policies.
  - Acting as Link Governors (where agreed) and reporting to the Local Governing Body on the progress on the academy's priorities.
  - Undertaking activities with and reporting to the academy's stakeholders: pupils, parents, staff, and the wider community, including local employers.
  - Monitor any resource allocation for impact.
3. When required, serve on Panels of Governors.

The role of a Governor is largely a thinking and questioning role, not a doing role. A Governor should not:

- Write policies.
- Undertake audits of any sort – whether financial or health and safety – even if the Governor has the relevant professional experience.
- Spend much time with the pupils of the academy – if you want to work directly with children, there are many other voluntary valuable roles within the academy.
- Fundraise – this is the role of the PTA – the governing body should consider income streams and the potential for income generation, but not carry out fundraising tasks.
- Undertake classroom observations to make judgements on the quality of teaching – the governing body monitors the quality of teaching in the academy by requiring data from the senior staff and, if appropriate, from external sources.
- Do the job of the staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing body need to consider raising this as a concern with the Board of Trustees.

As you become more experienced as a Governor, there are other roles which would increase the degree of involvement and level of responsibility, eg as Chair or Vice-Chair.

In order to perform the role of a Governor well, you are expected to:

- Get to know the academy, including regularly visiting with the agreement of the Headteacher, and gain a good understanding of the academy's strengths and weaknesses.
- Attend induction training and regular relevant training and development events.
- Attend meetings of the Local Governing Body and read all the papers before the meeting.
- Act in the best interests of all the pupils of the academy.
- Behave in a professional manner, as set down in the Code of Conduct, including acting in strict confidence.