

LOCAL GOVERNING BODY ROLE DESCRIPTION

Overview

The Board of Governors have three core responsibilities:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the education performance of the school and its pupils;
- Overseeing the financial performance of the school and making sure its money is well spent.

In order to achieve these responsibilities, the Governing Body works with the school on planning and developing policies and keeping the school under review. Its powers and responsibilities must be exercised in partnership with the Headteacher and staff.

Expectation

Meetings

- Attend meetings of the Governing Body whenever possible, and provide good reasons for any failure to attend meetings
- Prepare for and contribute to meeting and complete any agreed follow-up work

Teamwork

- Contribute to the Governing Body's operation as an effective team and establishing and maintaining good working relationships with other governors and with staff
- Recognise the power of the Governing body is vested in the group and that no governor has individual authority unless is delegated by the Governing Body
- Recognise the respective roles of the Governing Body and the Headteacher and the staff (the Governing Body is a strategic body, the operational management of the school is the responsibility of the Headteacher)
- Recognise that Governors are equal members of the Governing Body and accept collective responsibility. Speak or act on behalf of the Governing Body only when authorised to do so
- Accept a fair share of the Governing body's work, including active committee membership.

Knowledge of the school

- Arrange to visit the school when teaching and learning are taking place, attend school events and functions
- Know the school's strengths, its areas for development and improvement plans

Personal interests

- Put responsibilities as a governor before personal interests
- Ensure any business or pecuniary interests are declared as required and withdraw from meetings as appropriate

Other

- Maintain confidentiality
- Act at all times fairly and without prejudice
- Support the school in the community, exercising prudence and tact if contentious issues affecting the school arise outside the Governing Body, and follow procedures agreed by the Governing Body in making or responding to criticism or complaints.

Personal development

- Undertake training and take advantage of opportunities to increase understanding and effectiveness as governor
- Keep up to date with governance through reading and accessing information via the National Governors Association material and school information - the website and newsletters.

PARENT GOVERNOR

Parent governors are elected by parents or carers of registered pupils attending the school at the time of the election. They do not have to stand down if their child leaves the school but may do so if they wish. They may not be removed from office.

If insufficient parents stand for election, the Governing Body can appoint parent governors and may remove an appointed parent governor from office. You may not be a parent governor if you work at the school for more than 500 hours a year at the time of appointment.

Roles and responsibilities in addition to those listed above.

General

- Have the wellbeing of the school as your prime consideration
- Act as representatives, not delegates, of the school's parent body
- Develop strategies, in consultation with the Headteacher, that enable you to gain the views of parents and report back to them
- Take a particular interest in ensuring effective communication between the Governing Body and parents and also the school and parents
- Ensure the Governing Body manages its accountability to parents effectively
- Ensure that matters of individual or collective parental concern are handled according to policy by staff, the Headteacher, the Chair or the Governing Body

Relationships

- Establish productive links with parents' association

Development

- Develop your role as a governor, including by attending relevant governor training