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**School Governor Role Description**

School governors are one of the largest volunteer forces in the UK. They provide schools with strategic leadership and accountability for educational and financial performance.

The three core functions of a school governing board are to:

* **Hold school leaders to account for the educational and financial performance of the school**

Governors create robust accountability for school leaders through rigorous analysis of performance data and financial information.

* **Set the school’s vision and values, and the strategy for achieving this vision**

The school’s vision centres on pupil progress and achievement. Working with senior leaders, the board sets strategic objectives to help the school reach its goals.

* **Ensure the school’s financial success and probity**

The governing board must ensure that the budget delegated to the school by the local authority is managed effectively, and with regard to value for money.

**Responsibilities**

* Develop the school’s vision and strategy
* Set a culture of high educational standards, which promotes staff and pupil wellbeing
* Ensure the school follows the National Curriculum, and that all pupils, including those with special educational needs, can access the curriculum and monitor provision for SEN pupils
* Monitor the school’s educational performance, using a range of data sources
* Ensure stakeholders (parents, pupils, staff, the local community) are informed and consulted as appropriate
* Approve the school budget and monitor and evaluate the school’s financial performance
* Approve and review school policies, and hold staff to account for their implementation
* Ensure the school is compliant with legal requirements, including that all statutory policies and documents are in place
* Carry out the appointment and performance management of the headteacher
* Monitor and evaluate the school’s staffing structure(s)
* Monitor health and safety in the school
* Work in co-operation with the local authority, having regard to any guidance it issues

**Key Values**

All governors are expected to meet the Seven Principles of Public Life, defined by the Nolan Committee:

**Selflessness:** Holders of public office should act solely in terms of the public interest.

**Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**Objectivity:** Holders of Public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

**Honesty:** Holders of public office should be truthful.

**Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**Person Specification**

Essential:

* Critical listening and ability to ask effective questions
* Strategic thinking
* Excellent communication skills
* Problem-solving and analysis
* Ability to work collaboratively with other members of the Governing Body, staff, pupils and the wider community
* A basic understanding of the UK state education system
* A commitment to the vision and ethos of the school
* Able to be impartial, and present a balanced view
* Tact and diplomacy/an even temperament

Desirable

* Understanding of data
* Finance and/or accounting knowledge
* HR experience
* Risk management skills
* Legal expertise
* Marketing and communications skills
* Awareness of the school’s own priorities for improvement/development

**Time commitment**

The time commitment for school governors will vary. However, all governors must attend at least 3 meetings of the full board per year. The term of office is 4 years.

Usually governors sit on a committee focused on an area they have knowledge of, or are particularly interested in, for example the finance committee. Committees generally meet up to 6 times a year.

Preparation for meetings includes reading papers and preparing questions for senior leaders. You will also be expected to undertake any training required to enable you to discharge your role effectively.

Governors are also encouraged to visit the school while it is open to pupils at least 3 times per year.

**Governors will be subject to an Enhanced DBS check, ID check and two satisfactory references.**