

## **GOVERNORS' JOB DESCRIPTION - Whitchurch Community Primary School**

### ***Background***

All employees of the school are required to discharge their duties within agreed standards and parameters. It seems reasonable therefore to have similar expectations of a Governor, even though theirs is a voluntary position.

### ***Purpose of Position***

The purpose of a Governor is to contribute to the work of the GB in raising standards of achievement for all pupils, whilst working within an allocated budget. This involves providing a strategic view for the school, acting as a challenging friend and ensuring accountability.

The individual Governor has a responsibility, working alongside other members of the GB, to the staff and pupils of the school, the school's wider community and where they are representatives, to their particular constituency (parents; staff; teachers; community; etc).

Although some Governors may represent particular constituencies they are not delegates of that group

A Governor has many responsibilities and they include to:

- develop the strategic plan for the school
- determine aims, policies and priorities of the school
- set statutory and non-statutory targets
- monitor and evaluate the work of the school
- appoint staff and ensure the implementation of a range of personnel procedures
- manage the budget
- secure high levels of attendance and good standards of pupil behaviour
- ensure that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability, and which nurtures the whole child and encourages respect for others.
- ensure the health and safety of pupils and staff.

There are several tasks for Governors to undertake and they include to:

- get to know the school: its needs, strengths and areas for development
- attend meetings (full GB, committees and working groups)
- work as a member of a team
- commit to training and development opportunities.
- act within the framework of the policies of the GB and legal requirements
- speak, act and vote in the best interests of the school
- represent the perspectives of constituencies, where appropriate and respect all GB decisions and support them in public

### ***Personal Specification***

Governors have a variety of skills and knowledge but there are a number of **essential** qualities required of any Governor and they include:

- an interest in the education of all children
- sound communication skills in listening, speaking and writing.
- assimilation skills to help absorb and make use of wide ranges of information and data
- the capacity to develop specific knowledge and understanding of the school and its community.
- a sense of fairness.
- a commitment to equal opportunities.
- a commitment to securing the best educational outcomes for all young people.

- tact and diplomacy.
- an ability to work as a member of a team.
- an ability to respect confidentiality.
- a willing, constructive work ethic with a team of Governors who have some or all of these qualities.
- a commitment to participate in training and self-evaluation.

The points below summarise what is expected of each Governor as a minimum requirement.

- attend the full GB meetings, usually 4 a year, and read agendas, papers and minutes
- become members of committees which meet at least once a term, or as necessary, and attend meetings
- try to attend training sessions as appropriate and remain aware of their own training needs
- be a “challenging friend” ready to offer constructive criticism and support the school community
- be prepared to visit the school at least once a year within the working day

**Code of Conduct**, by which we expect our Governors to abide during their term of office:

***I agree to abide by the following key principles:***

- to act with integrity, objectivity and honesty, in the best interests of the school
- to work as a member of a team - the Governing Body (GB) - at all times and be loyal to collective decisions made by the GB
- to recognise that all Governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full GB

***I know I am expected to:***

- attend meetings promptly, regularly, and for the full time
- prepare for meetings by reading papers beforehand
- listen to and respect the views of others
- express my own views clearly and succinctly
- take my fair share of work/positions of responsibility
- attend training and take responsibility for my own learning and development as a Governor
- know, understand and work within legal requirements.

***I will:***

- respect confidentiality
- support decisions of the GB in public
- report any evidence of fraud, corruption or misconduct to an appropriate person or authority
- consent to a confidential criminal record check to ensure I am not disqualified to be a Governor and to meet child protection requirements.