

Walton on the Hill Primary School

Governor role description



Being a school governor is a really important role in the success of a school. Although it is a voluntary position there is a considerable expectation that you are able offer a significant amount of time and expertise to contribute to the strategic leadership of the school. At Walton on the Hill Primary School we wish our Governing Board to reflect the diversity of our school community. We want to develop our board so that the voices and experiences in our leadership better understand the communities we serve.

We particularly welcome Black, Asian and racially minoritised, disabled, and LGBTQ+ applicants, as well as applications from people who have lived experience of the care system or who were eligible for free school meals during their education, because these groups are currently under-represented in our school governance.

Governors work together to carry out their core functions:

- ensuring there is clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent

Governing body strategic responsibilities

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing body is strategic. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies

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- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the board (this could be in a link governor capacity)
- ensuring that there are policies and procedures in place to deal with complaints effectively

Panels and committees

When required, governors are expected to serve on panels or committees in order to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

Contribution to the governing body

Governors should ensure that they are making a positive and meaningful contribution to the governing body by:

- attending meetings (a minimum of 3 full governing board meetings and a number of committee meetings each year), reading papers and preparing questions for senior leaders in advance
- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- getting to know the school, including visiting the school occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis

Expenses

Governors should receive out of pocket expenses incurred as a result of fulfilling their role as governor and NGA recommends that a governing board should have such an expenses policy. Payments can cover incidental expenses, such as travel and dependency care, but not loss of earnings.

Additional Responsibilities:

- To attend meetings of the school governing body, arriving promptly and acting professionally throughout.
- To participate in governor visits to the school focusing on specific subjects or aspects.
- To follow the governing body's Code of Conduct.
- To prepare for meetings by reading papers beforehand and by considering where challenge and support may be required.
- To grow aware of key themes of national educational policy and the local education context.

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- To know the strategic priorities of the school.
- To contribute to the meetings of the governing body and any spin-off meetings.
- To gain awareness of the format of data regularly presented to the full governing body and their importance.
- To accept group decisions and support these even when these may not match your own views.
- To work in the best interests of the school.
- To maintain confidentiality of all information received.
- To act in a way that exemplifies the school's culture and values.
- To ensure that policy and practice align with the school's culture and values.
- To support other governors including as part of mentoring arrangements as requested by the Chair.
- To support an OFSTED inspection of the school in terms of overall readiness and as required during any OFSTED inspection.
- To attend training and read up on subject matter as needed to allow the full governing body to function effectively. To complete statutory training as required.
- To provide feedback to the Chair to help deliver improvements in effectiveness of governance.
- To be familiar with the Governance Handbook.