



## **ROLE DESCRIPTION - GOVERNOR**

### **Governors work together to carry out their core functions to:**

- Undertake the duties delegated to it by the Trust Board as detailed in the Local Governing Body's (LGB) terms of reference
- Implement the Trust's strategy, educational vision, ethos and principles
- Support the effective operation of the Trust and its policies
- Help to ensure that the Trust works as one entity in the interests of all Trust schools
- Support the CEO in monitoring the school development/improvement plan
- Support the CEO in holding the Principal to account for the educational performance of the school and its pupils and the performance management of school staff
- Support the Principal to improve academic standards, improve pupil behaviour and attendance
- Ensure sound management of the school's admission policy and practices in accordance with the School Admissions Code
- Designate named Governors to have oversight of Safeguarding, SEND and Looked After Children
- Fulfil statutory responsibilities around fixed term and permanent exclusions of pupils
- In conjunction with the Audit and Risk Committee, oversee the financial performance of the school and make sure its money is well spent
- Ensure that the school budget is spent in accordance with the Trust's scheme of delegation
- Act as a vehicle for Trust Board engagement with the school and connect with the local community, particularly parents and carers communicating with them through consultations, the school website, social media and newsletters
- Approve and review the education and behaviour related policies delegated to it by the Trust Board
- Consider any complaints about the school and any community facilities or services provided, in accordance with the Trust's Complaints Policy and Procedure
- Bring issues and risks to the Board (or Audit and Risk Committee if relevant) and provide constructive feedback where a policy may not be effective and suggest alternative approaches
- Escalate urgent issues to the CEO.

Governors must also ensure that the LGB complies with all legal and statutory requirements.

Governors should seek the advice of the Trust's Clerk/Governance Professional and other professional advice as appropriate.

The LGB works closely with the Principal. Senior executive leaders are responsible for day to day operational management of the Trust and its schools, whereas the role of the LGB is strategic.

### **Contribution to the LGB**

Governors should ensure that they make a positive and meaningful contribution to the LGB by:

- attending meetings (6 per year), reading, evaluating papers and questioning the information provided
- conducting themselves in accordance with the Governor Code of Conduct (see document ['Trustee and Governor Code of Conduct'](#))

- establishing and maintaining professional relationships with the Principal and other senior executive staff and colleagues on the LGB
- undertaking any Link Governor Duties delegated to them
- getting to know the school, including visiting occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis, including attending Trust Board training day/s
- ensuring effective communication channels are in place
- the term of office for each position is 4 years, unless an existing elected staff or parent governor stands down before their 4-year term expires, or if they cease to be a parent or staff member of the school, in which case their replacement will be elected for the remainder of the original 4-year term of office.

### **Duties as a Link Governor**

Link Governors are appointed to take the lead in an area of the LGB's responsibilities or to help monitor a specific improvement priority.

The role of the Link Governor is to:

- build effective working relationships with relevant staff
- monitor the implementation of relevant actions, policies and procedures and to report back to the LGB (including any recommendations for change)
- arrange focused visits to school/learning walks based on school development priorities – such visits to be in accordance with the Member, Trustee and Governor Visits Policy
- be well informed in their assigned area of responsibility
- keep the LGB/sub-committee fully informed about issues and actions in their assigned area
- participate in relevant Continuing Professional Development (CPD) to improve skills and knowledge.

March 2022 (reviewed September 2024)