



## Governor role description

### Role of a school governor

To contribute to the work of the governing board in ensuring high standards of achievement for all students in the school by:

- ensuring clarity of vision, ethos and strategic direction
- holding the Headteacher to account for the educational performance of the school and its students, and the performance management of staff
- overseeing the financial performance of the school and making sure its money is well spent

**Activities:** As part of the governing board team, a governor is expected to:

1. Contribute to the [strategic discussions](#) at governing board meetings which determine:

- the vision and ethos of the school
- clear and ambitious strategic priorities and targets for the school
- that all students, including those with special educational needs, have access to a broad and balanced curriculum
- the school's budget, including the expenditure of the pupil premium allocation
- the school's staffing structure and key staffing policies
- the principles to be used by school leaders to set other school policies

2. Hold the Headteacher to account by [monitoring the school's performance](#); this includes:

- agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
- considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance



- asking challenging questions of school leaders
  - ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
  - ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
  - acting as a [link governor](#) on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing board on the progress on the relevant school priority
  - listening to and reporting to the school's stakeholders: students, parents, staff, and the wider community, including local employers
3. [Ensure the school staff have the resources and support](#) they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.
4. When required, [serve on panels](#) of governors to:
- appoint the headteacher and other senior leaders
  - appraise the headteacher
  - set the headteacher's pay and agree the pay recommendations for other staff
  - hear appeals about pupil exclusions
  - hear the second stage of complaints
  - hear the second stage of staff grievances and disciplinary matters

[The role of a governor is largely a thinking and questioning role, not a doing role. A governor does NOT:](#)

- write school policies
- undertake audits of any sort – whether financial or health & safety - even if the governor has the relevant professional experience
- spend much time with the students in the school – if you want to work directly with children, there are many other voluntary valuable roles within the school
- fundraise – this is the role of the Parent Staff Association (PSA) – the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks



- undertake classroom observations to make judgements on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
- do the job of the school staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board need to consider and rectify this

As you become more experienced as a governor, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (e.g. as a [chair](#) of a committee). This role description does not cover the additional roles taken on by the chair, vice-chair and chairs of committees.

[In order to perform this role well, a governor is expected to:](#)

- get to know the school, including visiting the school occasionally during school hours and in agreement with the headteacher, and gaining a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting
- act in the best interests of all the students in the school
- behave in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence

## Time Commitments

The expected time commitment then is approximately 8 hours a month, this breaks down approximately as follows:

- Governor meetings (Full Governing Body and Committee meetings) are primarily in the evenings (eg. 6/6.30pm start) in term time. These are held at the school (although currently being held virtually); and we are currently exploring options for meetings to cater for both in person and virtual attendance going forward.
- However, at least one Committee currently has daytime meetings
- Governors are expected to attend all Full Governing Board meetings (twice a term), and to sit on at least 1 committee; preferably 2 (1 - 2 meetings per Committee each term)



# CHRIST'S SCHOOL



- Governors might also be asked (once trained) to sit on a Governor Panel (Eg Exclusion Panel or Complaints Panel) which generally take place in school hours
- In-house governor training sessions are held during the day (approx. twice a year)
- Governors usually have a Link role to a particular subject area/aspect of school life and would also be expected to visit the school (at least one per year) - 4 hours for visit, prep and write up.
- General Governor Training - much of the external training takes place outside of working hours; at the moment this is all running virtually. There are also plenty of online courses that can be done in own time
- Governors also need reading prep for meetings (approx. 2 hours per meeting)
- Reading emails and keeping updated with issues affecting school governance

Please note that some employers allow time off for governor activities.