



## Deanshanger Primary School

### GOVERNING BODY EXPECTATIONS AND JOB DESCRIPTIONS

(proposed July 2017 by Sub Committee appointed by FGB to review the GB expectations and job descriptions in response to Ofsted & SEEM recommendations in Nov 2016/Feb 2017)

Intended to be a 'working document' for regular updating (annually) according to GB requirements – next review due 2019

#### INTRODUCTION

Boards of Governors have three core responsibilities:

1. **Ensuring clarity of vision, ethos and strategic direction**
2. **Holding the Headteacher to account for the educational performance of the school and its pupils**
3. **Overseeing the financial performance of the school and making sure its money is well spent.**

In order to achieve these responsibilities, the Governing Body (GB) works with the school on planning and developing policies and keeping the school under review. Its powers and responsibilities must be exercised in partnership with the Headteacher and staff.

#### JOB DESCRIPTIONS

What follows are 'job descriptions' for all governors and specifically for Parent Governors. The responsibilities listed in the All Governor task description cover every member of the GB; those listed under the separate headings are in addition to, not instead of, these general responsibilities.

#### JOB DESCRIPTION LIST:

1. [All governors expectations](#)
2. [Parent governor](#)

#### I. EXPECTATIONS OF ALL GOVERNORS

The following information works in conjunction with the Governor's Code of Conduct Policy.

A new Governor might reasonably be expected to spend an average of 1-2 hours per week (term time) on governor tasks (meetings, reading documents, school visits, etc) but this can vary according to responsibilities, training, etc. and can be more during some weeks.

##### Meetings

- Attend meetings of the GB whenever possible, and provide good reasons for any failure to attend meetings
- Prepare for and contribute to meetings and complete any agreed follow-up work
- Agree to respecting full confidentiality of matters discussed at all meetings and not divulging information outside of these meetings unless agreed or authorised by the GB to do so.

##### Teamwork

- Contribute to the GB's operation as an effective team by establishing and maintaining good working relationships with other governors and with staff

- Recognise the power of the GB body is vested in the group and that no governor has individual authority unless it is delegated by the GB.
- Recognise the respective roles of the GB and the Headteacher and staff (the GB is a strategic body, the operational management of the school is the responsibility of the Headteacher)
- Recognise that governors are equal members of the GB and accept collective responsibility. Speak or act on behalf of the GB only when authorised to do so
- Accept a fair share of the GB's work, including through active committee membership

#### **Knowledge of the school**

- Arrange to visit the school when teaching and learning are taking place and attend school events and functions
- Know the school's strengths, its areas for development and improvement plans

#### **Personal interests**

- Put responsibilities as a governor before personal interests
- Ensure any business or pecuniary interests are declared as required and withdraw from meetings as appropriate

#### **Other**

- Maintain confidentiality
- Act at all times fairly and without prejudice
- Support the school in the community, exercising prudence and tact if contentious issues affecting the school arise outside the GB, and follow procedures agreed by the GB in making or responding to criticism or complaints
- Be sensitive to the pressures under which a HT works

#### **Personal development**

- Undertake training and take advantage of opportunities to increase understanding and effectiveness as a governor – initial induction training and then regular and ongoing training is an expectation. Participation in the Governor Accreditation Programme (GAP) or similar programme would be encouraged as appropriate and available.
- Keep up to date with governance through reading and accessing information via the National Governors Association material, Ten Governor support, school information – the website and newsletter - and Local Authority information.

## **2. PARENT GOVERNOR**

Parent governors are elected by parents or carers of registered pupils attending the school at the time of the election. They are representative of them but do not represent the parents; which means they must make decisions and votes based on the information they have available at the time and according to their own conscience in the interests of the pupils at the school. Parent governors do not have to stand down if their child leaves the school but may do so if they wish, otherwise the Parent Governor would complete the term of office before stepping down. Elected parent governors cannot be removed from office.

If insufficient parents stand for election, the GB can appoint parent governors and may remove an appointed parent governor from office. You may not be a parent governor if you are an elected member of the LA/Children's Services Authority or if you work at the school for more than 500 hours a year at the time of appointment.

#### **Role and responsibilities in addition to those listed at All governors**

- Have the wellbeing of the school as your prime consideration
- Act as representatives, not delegates, of the school's parent body

- Develop strategies, in consultation with the Headteacher and Chair of Governors, that enable you to gain the views of parents and report back to them
- Take a particular interest in ensuring effective communication between the GB and parents and also the school and parents
- Ensure the GB manages its accountability to parents effectively
- Ensure that matters of individual or collective parental concern are handled according to policy by staff, the Headteacher, the Chair or the GB

### **Relationships**

- Establish productive links with the parents' association

### **Development**

- Develop your role as a governor, including by attending ongoing relevant governor training following the Induction Training or as reasonably requested/required by the GB.