

Governors – Job Description Key roles:

- to ensure clarity of vision, ethos and strategic direction;
- to hold the Principal to account for the educational performance of the school and its pupils, and the performance management of staff;
- to oversee the financial performance of the school and make sure its money is well spent.

Important duties:

- to determine how the school's budget is spent;
- to assist in appointment and dismissal of staff;
- to hear appeals and grievances;
- to form policy on school's curriculum and collective worship;
- to set standards for pupils' behaviour and discipline;
- to make sure school buildings are welcoming and safe;
- to set and monitor the school's aims and policies;
- to agree the school improvement strategy;
- to performance appraise the Principal;
- to sign off the self-evaluation process and respond to Ofsted reports as necessary.

The expectations of individual Trustees:

- to enhance the work of the governing body to enable a strong focus on raising standards, so that every child achieves their potential;
- to demonstrate their commitment by getting to know the school and becoming involved in school life and activities;
- to take personal responsibility for their ongoing training and development;
- to prepare for meetings so they are well informed, having at minimum read all of the papers sent out with the agenda;
- to attend meetings (board of governors/committees/working groups) and play an active part;
- to support the school with parents and in the community;
- to recognize the corporate status of the governing board and the concept of collective responsibility;
- to respect confidentiality and the need to act with circumspection.
- To abide by the 7 principles of public life

Note – Trustees are expected to undertake an enhanced DBS check, an ID verification check and a Section 128 check. Details of how to complete the checks are held by the Clerk to the Governing Body.

Code of Conduct for individual Governors:

A Governor should:

- support the aims and objectives of the school and to promote the interests of the school and its pupils in the wider community
- work co-operatively with other Governors in the best interests of the school
- acknowledge that differences may arise in discussion of issues but, when a majority decision of the Governing Body prevails, it should be supported
- base his or her view on matters before the Governing Body on an honest assessment of the available facts, unbiased by partisan or representative views
- acknowledge that as an individual Trustee he or she has no legal authority outside the meetings of the Governing Body and its committees
- understand that an individual Trustee does not have the right, other than through the chairman and the Governing Body's agreement, to make statements or express opinions on behalf of the board
- resist any temptation or outside pressure to use the position of Governor to benefit himself, herself or other individuals or agencies
- declare openly and immediately any personal conflict of interest arising from a matter before the Governing Body or from any aspect of Governing Body membership
- respect the confidentiality of those items of business which the Governing Body decides from time to time should remain confidential
- take or seek opportunities to enhance his or her effectiveness as a Governor through participation in training and development programmes and by increasing his or her own knowledge of the school
- give priority, as far as practicable, to attendance at meetings of the Governing Body and its committees
- have regard to the 7 principles relating to holders of public offices; and have regard for the broader responsibilities of a public institution including the need to promote public accountability for the actions and performance of the Governing Body.