

Maintained School Governor Role Description

Purpose of a School Governor

The purpose of a School Governor is to contribute to the work of the Governing Board in raising standards of achievement for all pupils.

The three core functions of a school governing board are to:

Hold school leaders to account for the educational and financial performance of the school - Governors create robust accountability for school leaders through rigorous analysis of performance data and financial information.

Set the school's vision and values, and the strategy for achieving this vision - The school's vision centres on pupil progress and achievement. Working with senior leaders, the board sets strategic objectives to help the school reach its goals.

Ensure the school's financial success and probity - The governing board must ensure that the budget delegated to the school by the local authority is managed effectively, and with regard to value for money.

Responsibilities

- Develop the school's vision and strategy
- Set a culture of high educational standards, which promotes staff and pupil wellbeing
- Ensure the school follows the National Curriculum, and that all pupils, including those with special educational needs (SEN), can access the curriculum
- Monitor provision for pupils with SEN
- Monitor the school's educational performance, using a range of data sources
- Ensure stakeholders (parents, pupils, staff, the local community) are informed and consulted as appropriate
- Approve the school budget
- Monitor and evaluate the school's financial performance
- Approve and review school policies, and hold staff to account for their implementation
- Ensure the school is compliant with legal requirements, including that all statutory policies and documents are in place
- Carry out the appointment and performance management of the head teacher

- Monitor and evaluate the school's staffing structure(s)
- Monitor health and safety in the school
- Work in co-operation with the local authority, having regard to any guidance it issues

Skills and Experience

Essential:

- An interest in the education of children
- Critical listening and ability to ask effective questions
- Strategic thinking
- Excellent communication
- Problem-solving and analysis
- The ability to work as a member of a team
- An ability to respect confidentiality

Desirable

- Understanding of data
- Finance and/or accounting knowledge
- HR experience
- Knowledge of education
- Leadership and management skills
- Risk management skills
- Legal expertise
- Marketing and communications skills

Time commitment

- The time commitment for school governors will vary. However, all governors must attend at least 3 meetings of the full board per academic year. The term of office is usually 4 years.
- Governors may be asked to sit on a committee focused on an area they have knowledge of, or are particularly interested in, for example the finance committee. Committees generally meet up to 3 times per academic year.
- Preparation for meetings includes reading papers and preparing questions for senior leaders.
- Governors are expected to visit the school while it is open to pupils at least 3 times per academic year.
- Governors are expected to undertake any training required to enable them to discharge their role effectively.