



**Local Governing Body  
Governor Role Description**

Date of Policy: 12 December 2018

<b>Trust Policy</b>	
<b>Monitoring</b>	<b>Frame of engagement</b>
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<b>Consultation Parameters</b>	Trust Board and Chairs of LGB
<b>Date of Policy</b>	12 December 2018
<b>Review Cycle</b>	3 Years (Trust Board free to determine)
<b>Date of Review</b>	December 2021
<b>Date of Upload</b>	

## **What does a governor do?**

The role of a local school governor is to contribute to the work of the Local Governing Body in ensuring high standards of achievement for all children and young people in the school by:

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

### **As part of the Local Governing Body, a local governor is expected to**

1. Contribute to the discussions at Local Governing Body meetings which determine:
  - a. the vision and ethos of the school
  - b. clear and ambitious strategic priorities and targets for the school
  - c. that all children, including those with special educational needs, have access to a broad and balanced curriculum
  - d. the school's budget, including the expenditure of the pupil premium allocation
  - e. the school's staffing structure and key staffing policies
  - f. the principles to be used by school leaders to set other school policies
2. Hold executive leaders to account by monitoring the school's performance; this includes
  - a. agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school development plan
  - b. considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
  - c. asking challenging questions of school leaders
  - d. ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
  - e. ensuring senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
  - f. acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the Local Governing Body on the progress on the relevant school priority
  - g. listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers
3. Ensure that, within the approved budget and authority delegated by the trustees, 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 local governors to:
  - a. hear the second stage of staff grievances and disciplinary matters
  - b. hear representations about pupil exclusions

**The role of a local governor is largely a thinking and questioning role, not a doing role. A local governor does NOT:**

1. Write school policies
2. Undertake audits of any sort – whether financial or health & safety - even if the local governor has the relevant professional experience
3. Spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school
4. Fundraise – this is the role of the PTA – the Local Governing Body considers income streams and the potential for income generation, but does not carry out fundraising tasks
5. Undertake classroom observations to make judgements on the quality of teaching – the Local Governing Body monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
6. 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 Local Governing Body need to consider and rectify this

### **Additional roles**

As you become more experienced as a local 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 local governor is expected to:**

1. Get to know the school, including visiting the school occasionally during school hours by agreement with the Principal/Headteacher, and gaining a good understanding of the school's strengths and weaknesses.
2. Attend induction training and regular relevant training and development events.
3. Attend meetings (Local Governing Body meetings and committee meetings) and read all the papers before the meeting.

4. Act in the best interests of all the pupils of the school.
5. Behave in a professional manner, as set down in the Local Governing Body's code of conduct, including acting in strict confidence