

**Job Description: School Governor****Name of School: Monk Fryston Church Of England Primary School****Responsible to: Chair of Governors**

Governors are expected to:

- Attend meetings
- Visit the School
- Serve on a committee
- Be attached to an area of the school's work as a Link Governor
- Participate in executive decisions of the Governing Body
- Undertake training and development
- Work within an agreed code of conduct
- Represent the school within the local community
- Represent the local community on the Governing Body
- Maintain confidentiality as required

The purpose of the post is to contribute to the work of the governing body in raising standards of achievement for all pupils. This involves providing a strategic view for the school, acting as a critical friend and ensuring accountability. The individual governor has a responsibility, working alongside other members of the governing body, to the staff and pupils of the school, the school's wider community and where they are representatives, to their particular constituency (parents; staff; teachers; etc). Although some governors may represent particular constituencies they are not delegates of that group.

**Responsibilities include:**

- Developing the strategic plan for the school
- Determining aims, policies and priorities of the school
- Setting statutory and non statutory targets
- Monitoring and evaluating the work of the school
- Appointment of staff and ensuring the implementation of a range of personnel procedures
- Management of the budget
- Securing high levels of attendance and good standards of pupil behaviour
- Ensuring that all children in the school have access to a broad and balanced curriculum which is suitable to age, aptitude and ability, which prepares them for adult life
- Ensuring the health and safety of pupils and staff

**Tasks include:**

- Getting to know the school: its needs, strengths and areas for development
- Attending meetings (full governing body, committees and working groups)
- Working as a member of a team
- Speaking, acting and voting in the best interests of the school as one perceives them
- Representing the perspectives of constituencies, where appropriate
- Respecting all governing body decisions and supporting them in public
- Acting within the framework of the policies of the governing body and legal requirements
- Committing to training and development opportunities

**What is the code of conduct?**

Governor conduct is underpinned by the 'Nolan Principles' of public life, and the following key principles:

- To act in the best interests of the school – this may require balancing short and long term issues, school and community issues, etc.
- To work as a member of a team at all times and be loyal to collective decisions

made by the governing body

- To recognise that all governors have the same rights and responsibilities unless particular responsibilities are conferred on them by the full governing body
- To understand that no governor can act alone except in exceptional circumstances prescribed in the regulations – the power of the governing body rests in it acting as a single body

**Governors must:**

- Respect confidentiality
- Listen to and respect the views of others
- Express their own views clearly and succinctly
- Take their fair share of work / positions of responsibility
- Know, understand and work within the prescribed regulatory framework
- Report any evidence of fraud, corruption or misconduct to an appropriate person or Authority

**And should:**

- Prepare for meetings by reading papers beforehand
- Take responsibility for their own learning and development as a governor, including attending training
- Attend meetings promptly, regularly, and for the full time

**CRB checking procedures**

The Safeguarding Vulnerable Groups Act 2006 specifies that individuals acting as members of the governing body of an educational establishment (defined as either an educational establishment which is exclusively or mainly for the provision of full-time education to children, or a maintained nursery school) need to be checked under the Disclosure and Barring Service. An Enhanced Disclosure Application will be completed upon successful appointment.

**How long a term do Governors serve?**

All Governors serve for 4 years from the date of their election or appointment. Parent Governors serve out their term even if their child leaves the school in the meantime.

Teacher Governors and the Staff Governor end their term if they cease to be employed at the school.

**How does the Governing Body carry out this work?**

Even though they have overall responsibility, Governors cannot possibly be expected to carry out all this themselves. It continues to be the job of the Headmaster and the staff to carry out all the detailed work of running the School. The full Governing Body sets the policies it wants the School to follow and checks that this is done. There are a number of committees on which both Governors and staff serve and where the work of both groups can be brought together. Governors may choose which committees to join.

**How much time will it take?**

The Governing Body meets at school once a term in the evening for about two hours and all Governors are expected to attend. Most of the committees meet once each term, for about two hours and all committee members are expected to attend. In addition most Governors take a general interest in the School and attend school events and activities like Open Days, concerts, stage productions, etc. Link Governors make their own arrangements to meet with the appropriate staff about once a term.

<b>PERSON SPECIFICATION: SCHOOL GOVERNOR, MONK FRYSTON PRIMARY SCHOOL</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• An interest in the education of children</li> </ul>	<ul style="list-style-type: none"> <li>• High level literacy skills / expertise</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Sound communication skills both in listening and expression</li> <li>• Sound judgement and the capacity to make objective decisions</li> <li>• Assimilation skills to help absorb and make use of wide ranges of information and data</li> </ul>	<ul style="list-style-type: none"> <li>• Specific skills to strengthen the skillbase of the governing body, e.g. HR, legal, building projects oversight or development and child protection, LAC and SEN.</li> </ul>
<b>Knowledge / Experience</b>	<ul style="list-style-type: none"> <li>• The capacity to develop specific knowledge and understanding of the school and its community</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Fairness</li> <li>• A commitment to equal opportunities</li> <li>• A commitment to securing the best educational outcomes for young people</li> <li>• Tact and diplomacy</li> <li>• The ability to work as a member of a team</li> <li>• Ability to respect confidentiality</li> <li>• A willingness to work constructively with a team of governors who have some or all of these qualities</li> <li>• A willingness to learn and develop as a governor through training and self-evaluation</li> </ul>	