

TRAFALGAR SCHOOLS' FEDERATION



Governor Job Description

The purpose of a Governor is to contribute to the work of the Governing Body in providing a high quality education and achieving the best possible outcomes for every child.

It is a demanding role but it is not necessary for every governor to understand, in depth, every aspect of it. Effective governing bodies distribute responsibilities, usually across and within committees. There is no one right way to do it but it is essential that the Governing body includes people with relevant skills and qualities to manage the work of the governing body, not to manage the day to day functioning of the school.

Trafalgar Schools' Federation Governing Body with the Executive Headteacher has adopted a Code of Conduct which you will be asked to sign. It outlines the purpose of the Governing Body and describes the appropriate relationship between individual Governors, the whole Governing Body and the School(s) etc.

Governing Bodies have three core functions:

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, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

The following is a role description for an individual Governor as part of the Governing Body team. Responsible for:

1. shaping the future of the school by ensuring stakeholder involvement when the school's values, vision and strategic plan are being reviewed
2. ensuring that targets are challenging but realistic
3. ensuring high standards of safeguarding
4. appointing the head and deputy head(s)
5. ensuring that the school complies proactively with the Equality Act and that it supports the school in preparing children and young people positively for life in modern Britain
6. ensuring that all resources, including financial, are managed effectively and secure the best possible outcomes for children
7. playing an active part in promoting school improvement by ensuring that you are well briefed on the issues under discussion
8. attending training relevant to the general role and to any specific delegated responsibilities
9. contributing to the effective governance of the school by attending governing body meetings and contributing positively and constructively to the business in hand
10. participating positively and constructively in meetings of any committee which you join
11. undertaking monitoring visits on behalf of the governing body to see the school in action and to gather evidence to enhance the governing body's capacity to evaluate the performance of the school



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12. promoting positive working relationships within the governing body
13. building effective working relationships with the head and staff –balancing support and challenge
14. leading on any aspects of the governing body's work for which you have delegated responsibility e.g. chairing a committee, being the link for an area of work such as safeguarding etc
15. where agreed with the governing body, communicating with key stakeholders, to raise the profile of the governing body e.g. by attendance at school events such as parents' evenings

The points below summarise what is expected of each Governor as a minimum requirement:

- Attend Full Governing Body (FGB) meetings (usually 4 a year) and read agendas, papers and minutes in advance of meetings. Our FGB meetings take place on a Tuesday at 7.30pm.
- Become members of Committees which meet at least once a term or as necessary and attend meetings. Committee meetings take place on weekdays at either 8am or 7pm.
- Attend training sessions as required and as appropriate and to commit to personal development
- Be a challenging friend ready to offer constructive criticism and support the federation community
- To take on a link governor role
- Be prepared to visit the school at least once per term within the working day
- Be prepared to consider working towards becoming Chair or Vice Chair of the Governing Body