



Trafalgar Schools' Federation

Believe, Inspire, Achieve

Governor Job Description

The purpose of a Governor is to contribute to the work of the Governing Body (GB) 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 Headteacher has adopted a Code of Conduct which you will be asked to sign. It outlines the purpose of the GB and describes the appropriate relationship between individual Governors, the whole GB and the School(s) etc.

The Governing Body has three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Effective governance is based on six key features:

- Strategic leadership that sets and champions vision, ethos and strategy.
- Accountability that drives up educational standards and financial performance.
- People with the right skills, experience, qualities and capacity.
- Structures that reinforce clearly defined roles and responsibilities.
- Compliance with statutory and contractual requirements.
- Evaluation to monitor and improve the quality and impact of governance.

Role Description: A Governor needs to be individually and collectively as part of the GB team responsible for:

- Shaping the future of the schools by ensuring stakeholder involvement when the Federation's values, vision and strategic plan are being reviewed.
- Ensuring that targets are challenging but realistic.
- Ensuring high standards of safeguarding.
- Appointing the Headteacher and Deputy HTs.
- Ensuring the Federation complies proactively with the Equality Act and that it actively prepares children and young people positively for life in modern Britain.
- Ensuring all resources, including financial, are managed effectively to secure the best possible outcomes for children.
- Ensuring that the school complies proactively with the Data Protection Act.
- Playing an active part in promoting school improvement by ensuring that you are well briefed on the issues under discussion.



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- Attending training relevant to the general role and to any specific delegated responsibilities.
- Contributing to the effective governance of the Federation by attending GB meetings and contributing positively and constructively to the business in hand.
- Participating positively and constructively in meetings of any committee which you join.
- Undertaking monitoring visits on behalf of the GB to see either school in action and to gather evidence to enhance the GB's capacity to evaluate the performance of the schools.
- Promoting positive working relationships within the GB.
- Building effective working relationships with the Headteacher and staff – balancing support and challenge.
- Leading on aspects of the GB'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.
- Where agreed with the GB, communicating with key stakeholders, to raise the profile of the GB e.g. by attending school events such as parents' evenings.

Expectation of every Governor as a minimum requirement:

- Attend Full Governing Body (FGB) meetings (usually 4 a year, taking place on a Tues at 7pm (lasting about 2 hours)) and read agendas, papers and minutes in advance of meetings and take actions away.
- Join Committees and attend meetings (there are 3 Committees which meet once per term or as necessary, taking place on Tues at 7pm and Thurs at 8am (lasting about 2 hours)).
- Attend essential training courses as required and commit to personal development.
- Offer constructive criticism, challenge and support to the TSF community.
- Take on a link governor role.
- Visit either of the two schools at least once per term within the school day.
- Work towards becoming a Committee Chair, Chair or Vice Chair of the GB.