

# GOVERNOR ROLE DESCRIPTION



## 1 EXPECTATIONS OF ALL GOVERNORS

### 1.1 Meetings

- Attend meetings of the GB whenever possible, and provide good reasons for any failure to attend meetings
- Prepare for and contribute to meetings and complete any agreed follow-up work

### 1.2 Teamwork

- Contribute to the GB's operation as an effective team by establishing and maintaining good working relationships with other governors and with staff
- Recognise the power of the GB body is vested in the group and that no governor has individual authority unless it is delegated by the GB
- Recognise the respective roles of the GB and the Headteacher and staff (the GB is a strategic body, the operational management of the school is the responsibility of the Headteacher)
- Recognise that governors are equal members of the GB and accept collective responsibility. Speak or act on behalf of the GB only when authorised to do so
- Accept a fair share of the GB's work, including through active committee membership

### 1.3 Knowledge of the school

- Arrange to visit the school when teaching and learning are taking place and attend school events and functions
- Know the school's strengths, its areas for development and improvement plans

### 1.4 Personal interests

- Put responsibilities as a governor before personal interests
- Ensure any business or pecuniary interests are declared as required and withdraw from meetings as appropriate

### 1.5 Other

- Maintain confidentiality
- Act at all times fairly and without prejudice
- Support the school in the community, exercising prudence and tact if contentious issues affecting the school arise outside the GB, and follow procedures agreed by the GB in making or responding to criticism or complaints

### 1.6 Personal development

- Undertake training and take advantage of opportunities to increase understanding and effectiveness as a governor
- Keep up to date with governance through reading and accessing information via the National Governors Association material, Ten Governor support, school information – the website and newsletter - and Local Authority information.

## **2 STAFF GOVERNOR**

### **2.1 Eligibility**

Teaching and support staff paid to work at the school are eligible to stand as staff governors. At least one staff governor in addition to the Headteacher must be a teacher, but if no teacher stands a member of the support staff can be elected. Staff governors are elected by the staff at the school and cannot be removed from office.

All staff may vote in all staff governor elections. If staff governors leave the school they cannot remain on the GB.

### **2.2 Role and responsibilities in addition to those listed at ALL GOVERNORS**

- Have the wellbeing of the school as your prime consideration
- Ensure you enjoy the equal treatment to which you are entitled, but be aware of the possible sensitivity of involvement in some staff - or pupil - related matters
- Avoid involvement in discussions or decisions where you have a personal interest in the outcome
- Develop strategies, in consultation with the Headteacher, that enable you to represent staff opinions as well as your personal views at governors' meetings
- Vote on issues according to your knowledge, experience and conscience
- Visit the school as a governor on occasion

### **2.3 Relationships**

- Share decisions with staff according to protocols on reporting and confidentiality established by the GB in consultation with teacher and staff governors and the Headteacher
- Ensure that delicate issues are discussed with the Headteacher before meetings

## **3 PARENT GOVERNOR**

### **3.1 Eligibility**

Parent governors are elected by parents or carers of registered pupils attending the school at the time of the election. They do not have to stand down if their child leaves the school but may do so if they wish. They may not be removed from office.

You may not be a parent governor if you are an elected member of the LEA/Children's Services Authority or if you work at the school for more than 500 hours a year at the time of appointment.

### **3.2 Role and responsibilities in addition to those listed at ALL GOVERNORS**

- Have the wellbeing of the school as your prime consideration
- Act as representatives, not delegates, of the school's parent body
- Develop strategies, in consultation with the Headteacher, that enable you to gain the views of parents and report back to them
- Take a particular interest in ensuring effective communication between the GB and parents and also the school and parents
- Ensure the GB manages its accountability to parents effectively
- Ensure that matters of individual or collective parental concern are handled according to policy by staff, the Headteacher, the Chair or the GB

### 3.3 Relationships

- Establish productive links with the parents' association

## 4. LOCAL AUTHORITY (LA) GOVERNOR

### 4.1 Eligibility

LA governors are appointed by the LA following publicity through schools and contacts with existing LA governors who may want to stand for re-election. The final decision on appointments is made by an Education Appointments Panel of elected members and ratified by the Cabinet. The DfE urges LAs to appoint people irrespective of whether or not they have a particular political preference. The LA can remove these governors with reasonable cause.

### 4.2 Role and responsibilities in addition to those listed at All GOVERNORS

- Have the wellbeing of the school as your prime consideration
- Act as a representative, not a delegate, of the LA
- Seek to know and understand the LA's education policies and have views about their impact on the school
- In consultation with the GB, make sure the LA is aware of matters relating to its policies as they affect local schools
- In consultation with the GB, consider wider issues of education in the area
- Take a particular interest on behalf of the GB in the services provided by or made available to the school by the LA and relate this to considerations of Best Value
- Contribute to effective links between the LA and the school

## 5. CO-OPTED GOVERNOR

### 5.1 Eligibility

Co-opted governors are chosen by the GB to represent community interests.

They can be people who live or work locally or others who are committed to 'the good government and success of the school'. They can be removed by the GB.

Employees and pupil at the school and members of the CSA are not eligible to stand.

### 5.2 Role and responsibilities in addition to those listed at All GOVERNORS

- Have the wellbeing of the school as your prime consideration
- Use your knowledge of the wider community to inform the decisions of the GB

- Promote the school in the wider community
- Use your knowledge, skills and interests for the school's benefit

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**Related documentation:**

- Governing body purpose and responsibilities
- Board of Governors Terms of Reference
- Link governor role description