

# GOVERNING BODY PURPOSE AND RESPONSIBILITIES



**School governors are one of the largest volunteer forces in the UK. They provide schools with strategic leadership and accountability for educational and financial performance.**

The 3 core functions of a school governing board are to:

- > Ensure clarity of vision, ethos and strategic direction**
  - This means that you need to make sure your school has a clear idea of what it wants to achieve, and a plan for how to achieve it
  - Your role is to help set and embed your school's vision, ethos and strategy, and use these to monitor how the school is doing
- > Hold executive leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff**
  - This means you need to make sure that school leaders are using their professional judgement properly and managing the performance of staff and pupils effectively
  - You also need to make sure that the information you get from your school leaders is accurate
- > Oversee the financial performance of the school and make sure money is well spent**
  - Your role here is to monitor your school's finances and make sure the school is achieving value for money
  - Ultimately, you need to be sure that public money is spent correctly in the best interests of your pupils

## Responsibilities of the Governing Body

- > Develop the school's vision and strategy
- > Set a culture of high educational standards that promotes staff and pupil wellbeing
- > Set the school's strategic aims and objectives
- > Ensure the school follows the National Curriculum, and that all pupils, including those with special educational needs and disabilities (SEND), can access the curriculum
- > Monitor provision for pupils with SEND
- > Monitor the school's educational performance, using a range of data sources

- > Make sure stakeholders (parents/carers, pupils, staff, the local community) are informed and consulted as appropriate
- > Approve the school budget
- > Monitor and evaluate the school's financial performance
- > Approve and review school policies, and hold staff to account for their implementation
- > Make sure the school is compliant with legal requirements, including that all statutory policies and documents are in place
- > Carry out the appointment and performance management of the headteacher
- > Be a source of challenge and support to the headteacher
- > Monitor and evaluate the school's staffing structure
- > Monitor health and safety in the school
- > Work in co-operation with the local authority, having regard to any guidance it issues

You may also occasionally be asked to sit on appointment panels, or panels to hear complex or challenging appeals relating to disciplinary matters or complaints that are considered by governors.

## Skills and experience

If you become a governor, you will need:

- > to work well as part of a team
- > be confident to share ideas
- > ask questions and participate in informed decision making
- > maintain confidentiality at all times
- > be committed to supporting our school to the best of your ability.
- > Critical listening and ability to ask effective questions
- > Strategic thinking
- > Excellent communication
- > Problem solving and analysis

Desirable – one or more of the following areas:

- > Understanding of data
- > Finance and/or accounting knowledge
- > HR experience
- > Knowledge of education
- > Leadership and management skills
- > Risk management skills
- > Legal expertise

- > Communications and relationship management skills

## Benefits to members

New skills you may gain in the role:

- > Strategic planning
- > Experience on a board
- > Holding senior leaders to account and the ability to provide challenge
- > Finance, and maintaining oversight of potentially multimillion-pound budgets
- > Analysing data
- > Human resources and performance management
- > Project management
- > Communication and teamwork
- > Decision-making
- > Problem solving

## Safeguarding:

Northenden Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## Representation:

We particularly welcome applications that reflect our diverse school population, including applications reflecting diverse ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## Time commitment

All governors must attend at least 3 meetings of the full board per year. The term of office is 4 years.

Usually, governors sit on a sub-committee or become a link governor for an area they have knowledge of, or are particularly interested in – for example, the finance committee or the SEND link governor. These sub-committees generally meet up to 4 times a year. These meetings are usually held in advance of the Full Governing Board.

The Governing Board or a sub-committee may need to meet more frequently during periods where the school has particular issues or business to consider.

Preparation for meetings includes reading papers and preparing questions for senior leaders.

You will also be expected to undertake any training required to enable you to discharge your role effectively.

Governors are also expected to visit the school while it is open to pupils at least twice a year.

If you would like to know more about becoming a school governor, please get in touch with the Chair of Governors:

**Email: [clord.governor@northenden.manchester.sch.uk](mailto:clord.governor@northenden.manchester.sch.uk)**

**Phone: 07957759696**

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**Related documentation:**

- Board of Governors Terms of Reference
- Governor role description
- Link governor role descriptions