



Ely St John's Primary School

Role Description: Governor

May 2023

1. Purpose

To contribute to the work of the governing body to provide strategic leadership and to ensure high standards of achievement for all children and young people in the school by:

- Setting the school's strategic direction
- Creating robust accountability
- Ensuring financial probity

2. Responsibilities

a. Contribute to strategic discussions at governing board meetings which determine:

- The vision and ethos of the school
- Clear and ambitious strategic priorities and targets for the school
- That all children, including those with special educational needs, have access to a broad and balanced curriculum
- The school's budget, including the expenditure of pupil premium allocation
- The schools staffing structure and key staffing policies
- The principles to be used by school leaders to set other school policies

b. Hold senior leaders to account by monitoring the school's performance; this includes:

- Agreeing the outcomes from the school's self-evaluation and ensuring they are used to inform the priorities in the school single plan
- Considering all relevant data and feedback provided on all aspects of school performance
- Asking challenging questions of the senior leaders
- Ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits
- Ensuring that senior leaders have developed the required policies and procedures and the school is operating effectively according to those policies
- Acting as a link governor on a specific issue(s), making relevant enquiries of the relevant staff, and reporting to the governing body on the progress of the relevant school priority
- Listening to and reporting to the school's stakeholders

c. When required, serve on panels of governors to:

- Appoint the head teacher
- Appraise the head teacher
- Set the head teacher's pay and agree the pay recommendations for other staff
- Hear the second stage of staff grievances and disciplinary matters
- Hear appeals about pupil exclusions

3. Requirements

In order to perform in the role well, a governor is expected to:

- Get to know the school and gain a good understanding of the school's strengths and areas for development
- Attend induction training and regular training and development events
- Attend meetings and read all the papers before the meeting
- Act in the best interest of all the pupils of the school
- Behave in a professional manner as set down in the governing body's code of conduct, including acting in strict confidence

Under usual circumstances you can expect to spend between 10 and 20 days per year¹ on governing responsibilities (with the 'top end' of this commitment being most relevant to the Chair and others with key roles such as Vice-Chair). There may be periods when the time commitment increases, for example when serving on a panel.

4. Related Links

[Become a school or college governor - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

¹ Under Section 50 of the *Employment Rights Act 1996*, if you are employed, then you are entitled to 'reasonable time off' to undertake public duties; this includes school governance. 'Reasonable time off' is not defined in law, and you will need to negotiate with your employer how much time you will be allowed.