

Model Governor Role Description

Appendix 5

Role of Academy Governor

To contribute to the work of the Local Governing Body (LGB) in ensuring high standards of achievement for all children and young people in the academy by:

- Setting the academy's vision, ethos and strategic direction.
- Holding the Headteacher to account for the educational performance of the academy and its students.
- Overseeing the financial performance of the academy and making sure its money is well spent.

Activities

As part of the Governing Body team, a Governor is expected to:

1. Contribute to the strategic discussions at LGB meetings, which determine:

- the vision and ethos of the academy.
- clear and ambitious strategic priorities and targets for the academy.
- that all students, including those with special educational needs, have access to a broad and balanced curriculum.
- the monitoring of the academy's budget, including the expenditure of the pupil premium allocation.
- the academy's staffing structure.
- the approval of academy specific policies.

2. Operational Responsibilities of the LGB, are contained in the The Two Counties Trust Governance Structure which can be found on the Trust website.

<http://www.twocountiestrust.co.uk/governance-structure/>

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

- agreeing the outcomes from the academy's self-evaluation and ensuring they are used to inform the priorities in the School Development Plan.
- considering all relevant data and feedback provided on request by academy leaders and external sources on all aspects of academy performance.
- asking challenging questions of academy leaders.
- ensuring senior leaders have arranged for the required audits to be carried out and receiving the results of those audits.
- ensuring senior leaders have developed the required academy specific policies and procedures and the academy is operating effectively according to those policies.
- acting as a Link Governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the LGB on the progress on the relevant academy priority.
- listening to and reporting to the academy's stakeholders: students, families, staff, and the wider community, including local employers.

4. When required, serve on committees of Governors

- For example to review the Headteacher's use of fixed term and permanent exclusion.

The role of the Governor is strategic, not operational. A Governor does not:

- Write academy policies.
- Undertake audits of any sort – whether financial or health and safety – even if the Governor has the relevant professional experience.
- Spend much time with the pupils of the academy – if you want to work directly with children, there are many other valuable voluntary roles within the academy.
- Fundraise – the LGB should consider income streams and the potential for income generation, but not carry out fundraising tasks.
- Undertake classroom observations to make judgments on the quality of teaching – the LGB monitors the quality of teaching in the academy by receiving data from senior staff and external sources.
- Do the job of the academy staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the LGB needs to consider why and rectify this.

In order to perform this role well, a Governor is expected to:

- Get to know the academy, including visiting the academy occasionally during academy hours and gaining a good understanding of the academy's strengths and weaknesses.
- Attend compulsory induction and safeguarding training in addition to undertaking optional training sessions.
- Attend meetings and challenge days.
- Prepare for meetings, including reading all paperwork and preparing questions for the Headteacher.
- Act in the best interests of all the students of the academy.
- Behave in a professional manner, as set down in the Trust's Code of Conduct, including maintaining confidentiality.

