

Belthorn Academy Primary School

Role of the School Governor

The National Governance Association (NGA) is the membership organisation for governors, trustees and clerks of schools in England. They have a wealth of information accessible online and this link will take you to their [Model Trustee Role Description](#) for a great overview of the governor role.

To supplement the NGA's Role Description, find below the activities as part of the governing board team, a governor is expected to:

- 1. Contribute to the 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 the pupil premium allocation ☑ the school's staffing structure and key staffing policies
 - The principles to be used by school leaders to set other school policies

- 2. Hold executive 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 development plan
 - Considering all relevant data and feedback provided on request by school leaders and external sources on all aspects of school performance
 - Asking challenging questions of school 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 policies and procedures and the school 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 governing board on the progress on the relevant school priority
 - Listening to and reporting to the school's stakeholders: pupils, parents, staff, and the wider community, including local employers

- 3. Ensure the school staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises and that the way in which those resources are used has impact.**

- 4. When required, serve on panels of governors to:**
 - Appoint the headteacher and other senior leaders
 - Appraise the headteacher
 - Set the headteacher'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

The role of a governor is largely a thinking and questioning role, not a doing role.

A governor does NOT:

1. Write school policies

2. Undertake audits of any sort – whether financial or health & safety - even if the governor has the relevant professional experience
3. Spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school
4. Fundraise – this is the role of the PTA – the governing board should consider income streams and the potential for income generation, but not carry out fundraising tasks
5. Undertake classroom observations to make judgements on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
6. Do the job of the school staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board need to consider and rectify this

As you become more experienced as a governor, there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (e.g. as a chair of a committee). This role description does not cover the additional roles taken on by the chair, vice-chair and chairs of committees.

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

- Get to know the school, including visiting the school occasionally during school hours and in agreement with the headteacher, and gaining a good understanding of the school's strengths and weaknesses
- Attend induction training and regular relevant training and development events
- Attend meetings (full governing board meetings and committee meetings) and read all the papers before the meeting
- Act in the best interests of all the pupils of the school
- Behave in a professional manner, as set down in the governing board's code of conduct, including acting in strict confidence

Additional Governor guidance to support: The Role of the Parent Governor

Parent Governors play a vital role on governing bodies, holding the unique position of having a parental viewpoint of the school. Through the children, they have a first-hand experience of the delivery of the curriculum, and how the school is perceived from the 'consumers' point of view. This enables Parent Governors to bring a different perspective to the strategic management of the school.

Although being available to advise parents on appropriate routes of action is a very important aspect of the role, it is vital that Parent Governors do not personally become involved in individual concerns. Apart from the possibility of this jeopardising appropriate complaints and appeals procedures, no governor has the authority to act individually on behalf of the school.

Parent Governors are representative parents rather than representatives of parents.

To effectively fulfil the role, Parent Governors should:

- try to attend in-service training sessions
- guide parents regarding appropriate lines of action and procedures
- present a balanced view of issues

Achieving a balance between being the impartial representative parent and the often-emotional issues relating to individual children's education, can sometimes be very difficult. Some practical ways to achieve this balance include:

- never press your own child's case at the expense of others
- never promise to 'solve a problem' on your own
- be wary of bringing an individual's issue to meetings without following the agreed procedures
- abide by the agreed protocol regarding agenda items and Any Other Business
- keep yourself aware of parental views and concerns
- play an active part in governor meetings

Although this is a very delicate role, there is ample support and training available. Effective Parent Governors will find working alongside the other members of the governing body both interesting and rewarding in that their efforts will ensure that the work of the governing body fulfils its duties to all children.