



Puller Memorial C of E Primary School

Governor Role Description

School Contact Details

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<https://www.puller.herts.sch.uk/>

The Role of a School Governor

The governing board of any school has three core functions, set out by the Department for Education (DfE). These are:

1. Ensuring clarity of vision, ethos and strategic direction;
2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
3. Overseeing the financial performance of the school and making sure its money is well spent.

The Governing Board has overall responsibility for the aim and direction of the school and is accountable to the Local Authority and parents for the way the school is run. The Headteacher (HT) is responsible for the implementation of policy, curriculum and day-to-day management of the school and is accountable to the Governing Board.

Governing is a delicate balance between supporting the Headteacher and holding them to account. This is one of the most important aspects to grasp in the initial stages of the role and is key in maintaining an effective governing body.

Governing Boards Do:

- Set the budget for the school and decide on the level of pay for its teachers
- Help decide priorities for school improvements and targets for achievement

- Ensure all necessary information is available to parents
- Receive information about the quality of teaching in the school
- Monitor the performance of their school
- Have a published strategy for dealing with parental complaints and concerns
- Ensure health and safety issues are addressed **Governing Boards Do not:**
- Inspect the school
- Judge or report back on quality of teaching
- Share concerns about staff capability
- Decide on how pupils are taught different subjects
- Make decisions about the day-to-day running of the school
- Directly organise events and activities for the school community (this is done through the PTA or the school team)

The Governance Handbook

The DfE Governance Handbook provides information about the role and legal duties of governing boards:

<https://www.gov.uk/government/publications/governancehandbook>

Skills and experience we need

Essential:

- Critical listening and ability to ask effective questions
- Strategic thinking
- Excellent communication
- Problem-solving and analysis **Desirable:**
- Understanding of data
- Finance and/or accounting knowledge
- HR experience
- Knowledge of education
- Leadership and management skills
- Risk management skills

- Legal expertise
- Marketing and communications skills

Benefits to you

New skills you'll gain:

- Strategic planning
- Experience on a board
- Holding senior leaders to account and ability to provide challenge
- Finance, and maintaining oversight of potentially multi-million pound budgets
- Analysing data
- Human resources and performance management
- Project management
- Marketing, communication and teamwork
- Decision making and problem solving

And most importantly, making a real difference to the lives of the children and community we serve!

The commitment

The time commitment for school governors will vary depending on their role, experience and availability. However, all governors must attend at least 3 out of 5 meetings of the full board per year.

Usually, governors sit on a committee focused on an area they have knowledge of, or are particularly interested in, for example the finance committee. Committees generally meet up to 4 times per year.

Governors are also expected to visit the school while it is open to pupils around 2-3 times per year.

Training is provided to help you understand the role and enable you to discharge your role effectively.

The term of office is 4 years.

Training and meetings are outside of the normal working day, and are often remote. If you work, your employer must, by law, allow you reasonable time off work in order to fulfil your role as a governor. It is a good idea to tell them about your role and agree whether any leave will be paid or unpaid. It is worth noting that the development of wider strategic and leadership skills holds marked advantages for employers.

Child Protection

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All recruitment is carried out in line with Safer Recruitment guidelines and as such, your appointment will be subject to safeguarding checks which include an Enhanced DBS check, a Section 128 check and satisfactory references. When your appointment is confirmed, the law also requires that you declare whether or not you are qualified/disqualified from being a school governor. You will not be able to take up the position or make school visits as a governor until these are complete.

Next steps

If you are interested in applying to be a governor at our school, please contact admin@puller.herts.sch.uk.

Thank you!