

ROLE & RESPONSIBILITIES OF A JUBILEE SCHOOL GOVERNOR

The **purpose** of the governor's statutory role is to contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school by:

- ensuring there is clarity of vision, ethos and strategic direction
- holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent
- ensuring the voices of stakeholders are heard.

Please note that governor roles and responsibilities are governed by the ***Code of Practice for Jubilee School Governors 2024-25***

1. Strategic Responsibilities

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing body is strategic. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

2. Monitoring & Evaluating School Performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the board (this could be in a link governor capacity. See: **Link Governor Roles & Responsibilities October 2024**).
- ensuring that there are policies and procedures in place to deal with complaints effectively
- ensuring that school staff have the necessary infrastructure, resources and support they require to do their jobs well. This includes all necessary training & CPD (continuing professional development), external advice where necessary and effective on-going appraisal. and CPD and suitable premises, and that the way in which those resources are used has impact.

3. Contribution to the Governing Body

3.1 Committees

All governors are required to attend Governing Board meetings and **either** Resources Committee or Teaching and Learning Committee meetings. Documents provided should be read before the meetings to ensure informed discussion, recommendations and policy approvals. Please refer to the **2024-25 Schedule of Meetings** which provides all the meeting dates for the current academic year. If you are unable to attend, please submit your apology before the meeting to Stacey at stacey.fountain@judicium.com so she can update attendance records.

3.2 Panels/Other Committees

When required, governors are expected to serve on panels or committees in order to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear the second stage of staff grievances and disciplinary matters
- review decisions to exclude pupils and hear appeals about pupil exclusions
- hear formal complaints

3.3 Governor Training

Governors are expected to undertake any statutory training such as GDPR and Safeguarding as well as other induction training. Other training that you consider necessary to better fulfill your role can be self-identified and the use of your personal Skills Audit is a good tool to consider any skill areas

where you perceive there are knowledge gaps. Please see the **Training Guidelines for Governors 2024-25** to search for any training you require from the providers identified. Training that you undertake should be logged on Governor Hub.

3.4 Establishing school relationships

Arranging visits to the school occasionally during school hours is highly recommended. It is a means of establishing and maintaining professional relationships with senior leaders and colleagues. It is also appreciated by staff and pupils when governors show an interest in learning about the school, and acting as a sounding board for ideas. It also helps governor gain a better understanding of school strengths, weaknesses and the daily challenges that have to be faced.

4. Not part of a governor's role & responsibilities

A governor **does not**:

- write school policies
- undertake audits of any sort – whether financial or health and safety – even if the governor has the relevant professional experience
- **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**
- undertake classroom observations to make judgments 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
- 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 needs to consider this and discuss with the SLT.

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.

5. Expenses

Governors may receive out of pocket expenses incurred as a result of fulfilling their role as governor (see **Governors Allowances Policy**). Payments can cover incidental expenses, such as travel and childcare, but not loss of earnings. Please speak to the Business Manager

Adopted by Full Governing Board: 16th October 2024

Signed: _____, Chair, Board of Governors