**TROTTS HILL PRIMARY SCHOOL & NURSERY**

**Governor role description**

**Governors work together to carry out their core functions:**

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

NGA recognises the following as the fourth core function of governance:

1. ensuring the voices of stakeholders are heard

Governors must also ensure that the governing body complies with all legal and statutory requirements. Governors should seek the advice of the clerk to the governing board and other professional advice as appropriate.

**Governing body 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

**Monitoring and 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)

ensuring that there are policies and procedures in place to deal with complaints effectively

**Panels and 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 staff grievances and disciplinary matters

review decisions to exclude pupils

deal with formal complaints

**Contribution to the governing body**

Governors should ensure that they are making a positive and meaningful contribution to the governing body by:

attending meetings (a minimum of 3 full governing board meetings and 3 committee meetings each year), reading papers and preparing questions for senior leaders in advance

establishing and maintaining professional relationships with senior leaders and colleagues on the board

getting to know the school, including visiting the school occasionally during school hours

undertaking induction training and developing knowledge and skills on an ongoing basis