

# GOVERNING BOARD

## DESCRIPTION OF THE ROLE AND PERSON SPECIFICATION

# Background

- ✓ Salary: Unpaid.
- ✓ Hours: Currently 6 meetings per year – 2 hours each Half Term meeting time with preparation and reading between meetings and regular email communications.
- ✓ Location: xx

XXXXXX school is part of the ieTrust is a pupil focussed organisation that champions local education. We have over 2200 learners from age 3 to 19 from a small school of approximately 100 learners to a large secondary school with sixth form of 1600 learners. Each school has been providing education for their local community for at least 60 years each and all are focussed on providing the greatest life chances to each child that passes through them. Currently we have 3 schools Wymondham High Academy, Spooner Row Primary, Kenninghall Primary School and Long Stratton High School.

The Trust’s Vision is clear:

We are building a collaborative family of local schools. They will have a relentless drive to challenge, develop and innovate to ensure that what they provide enables young people to become successful learners, confident individuals and responsible citizens.

With a model based on support and empowerment within a framework of high accountability, we want our Academies to be the best and inspire each child to discover the skills, talents and interests that lie within them.



# 1. Who are the Trust Board and who are the Local Governing Body

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For the ieTrust the charity trustees are the board of directors known as the Trust Board. The work of the Trust Board is overseen by the Members. The Trust Board comprises:

- the chair
- up to eight further appointed trustees
- The Trust Board appoints a vice chair from among the trustees

## The Local Governing Body

The Local Governing Body can vary slightly by school but will usually consist of 7 members:

- 2 elected Parent Governors
- 1 staff governor and 1 Headteacher
- 3 Trust Board appointed governors

The Trust Board will, after consulting the LGB, appoint one governor to act as the LGB chair

# 2. The role of the Local Governing Body

At its simplest, the role of the Governing Body is responsible for:

- the “day-to-day” oversight of the academy in terms of learning, standards, safety and well-being
- carrying out the MAT’s vision policies & priorities
- holding local academy leadership to account for academic performance, quality of care and provision
- overseeing and monitoring the effectiveness of learning strategies
- supporting the Trust Board and its committees in relation to proper use of funds and delivering high quality educational provision

## 3. Duties of a Governor

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
- strategic direction of the school's budget, including the expenditure of the pupil premium allocation
- the school's staffing structure
- 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, 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.

## 4. Minimum time commitment

Governors are expected to attend an orientation session at the school prior to their first LGB meeting. Governors are expected to attend all LGB meetings. LGB meetings are held at least 6 times each year between 6-8pm. Papers are distributed one week in advance of meetings. There will be regular email communications and working parties which you will be able to join, and a need for regular review panels of which you will be expected to contribute. Governors are also expected to play an active role within the school through organised governor visits.

- Governors are invited to the annual general meeting (AGM) of the ieTrust, which takes place, as one of the Eleven scheduled meetings, in December.

## 5. Person specification

Each governor must have:

- a commitment to the mission of ieTrust
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of governorship
- an ability to work effectively as a member of a team and to take decisions for the good of the ieTrust.

The Local Governing Board collectively needs skills and experience in the following areas:

- Understanding the community
- Communication
- Skills
- HR skills
- Analytical experience

