

Governor Role Specification

John Clifford School



PURPOSE:

- To effectively contribute to the successful leadership of John Clifford School.
- To act as a "critical friend" to the all staff at John Clifford School.
- To monitor the effectiveness of the School and contribute to the improvement of the School.

Qualifications, Qualities & Experience essential for the position

1. No formal qualifications are required.
2. Effective communication skills to work as part of a team and to ask questions to challenge leaders.
3. An interest in the education and wellbeing of children in our School.
4. A commitment to work as part of a dedicated team to improve outcomes for children at School.
5. A willingness to attend any training sessions deemed suitable to support you in your role.

Qualifications & Qualities desirable for the position

1. Skills or experience in a specific area beneficial to the Governing Body, such as HR, Finance, Training, Education, Marketing, Legal.
2. The ability to analyse data and information to assess whether the school is performing effectively.

Main Duties

- To attend at least 2 meetings a term on a Wednesday evening, usually between 6-7:30pm, for both Local Governor Meetings and sub-committee meetings. Dates are set well in advance.
- To visit the School (in addition to meetings) as least once a term to observe school life, to attend events or to meet subject leaders and to write a short report, where applicable.
- To complete a termly log of your impact on the school.
- To attend training courses, usually for 2 hours in an evening, to further your development and knowledge as a governor. These are booked when needed.
- To prepare and contribute to any document necessary for the successful running of the Local Governing Body, such as a Governors' Action Plan.
- To potentially become a Link Governor for a specific area or subject of the school such as Safeguarding, Maths, History, Equality, Community etc.
- To commit to around 5-10 hours a term to fulfil your Governor duties.

Committees

There are two sub committees. They are:

The Strategic Development Committee (SDC)

SDC committee members are responsible for considering and challenging the:

- School Improvement Plan
- Data and assessment
- Behaviour
- Child protection
- Safeguarding
- Policies around Teaching and Learning
- Staffing structure
- PE and Sports Funding
- Pupil Premium and Looked After Children provision
- Wellbeing
- Staff training
- Recruitment

The Finance, General Purpose and Personnel (FGPP)

FGPP committee members are responsible for considering and challenging the:

- Budget
- Loans
- Financial standards
- Financial forecasting
- Staffing
- Site and premises
- Health and Safety
- Policies around Health and Safety
- Appraisal
- Lettings
- Absence
- Accessibility