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## School governor volunteer role description

School governors are one of the largest volunteer forces in the UK. They provide schools with strategic leadership and accountability.

The three core functions of a school governing body are to:

- Hold school leaders to account for the educational and staff performance of the school
- Set the school's vision and values, and the strategy for achieving this vision
- Oversee the school's financial performance

### What will you get from volunteering as a school governor?

Being part of a governing board will give you experience of working at a strategic board level and the opportunity to learn and practice skills that have a direct relevance to employers. These include:

- strategic leadership
- budget control
- data analysis
- staff recruitment
- building relationships and networks
- communication
- problem solving
- influencing/negotiation

Just as importantly, your involvement and commitment to a local school could make a massive difference to the future of young people and your community. Your input will help the school to improve and its children to get the best education possible.

### Responsibilities

- Develop the school's vision and strategy
- Set a culture of high educational standards, which promotes staff and pupil wellbeing
- Ensure the school follows a broad and balanced curriculum, and that all pupils can access it
- Monitor the school's educational performance, using a range of data sources
- Monitor and evaluate the school's financial performance
- Carry out the appointment and performance management of the headteacher
- Ensure parents, pupils, staff, the local community are informed and consulted as appropriate
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- Ensure the school is compliant with legal requirements; including that all statutory policies and documents are in place
- Measure the governing body's impact on school improvement regularly

### **Skills and experience**

- Critical listening and ability to ask effective questions
- Strategic thinking
- Good communication
- Problem-solving and analysis
- Ability to understand data

We are looking for governors who also have one or more of the below skills:

- Finance/accounting/audit knowledge
- Knowledge of education

### **Time commitment**

1 – 2 days per month.

Minimum 6 meetings of the governing body per year. These are 2-3 hours long and take place in the evening/morning/afternoon depending on committee.

Governors also usually sit on a committee. Each committee meets 3 times a year. These meetings are usually 2 – 3 hours long and take place in the evening/morning/afternoon depending on committee.

1-2 hours preparation per meeting: includes reading papers and preparing questions. You will be expected to undertake any training required to enable you to discharge your role effectively.

Governors are also expected to visit the school while it is open to pupils at least twice per year and write a report on their visit.

The term of office is 4 years.