

Greenfields Federation

Littlehaven Infant School and Northolmes Junior School



Growing Together, Aiming High

Our vision at Greenfields Federation is that we will work together as a community to ensure all pupils achieve their best and everyone feels valued and respected. We will prioritise the well-being of our children and have high expectations for behaviour. We will create an inspiring and motivating learning environment where all children can deepen their knowledge, acquire new skills and develop as well-rounded, happy, confident individuals.

Greenfields Federation Governor Job Description

Review date:

February 2023

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

- Ensure clarity of vision, ethos and strategic direction
 - This means that you need to make sure your school has a clear idea of what it wants to achieve, and a plan for how to achieve it
 - Your role is to help set and embed your school's vision, ethos and strategy, and use these to monitor how the school is doing
- Hold school leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff
 - This means you need to make sure that school leaders are using their professional judgement properly and managing the performance of staff and pupils effectively
 - You also need to make sure that the information you get from your school leaders is accurate
- Oversee the financial performance of the school and make sure money is well spent
 - Your role is to monitor your school's finances and make sure the school is achieving value for money
 - Ultimately, you need to be sure that public money is spent correctly in the best interests of your pupils

Responsibilities

- Set the federation's vision and strategic aims and objectives
- Set a culture of high educational standards, which promotes staff and pupil wellbeing
- Ensure the schools follows the National Curriculum, and that all pupils, including those with special educational needs and disabilities (SEND), can access the curriculum
- Monitor provision for pupils with SEND
- Monitor the schools' educational performance, using a range of data sources
- Make sure stakeholders (parents, pupils, staff, the local community) are informed and consulted as appropriate
- Monitor and evaluate the schools' financial performance and approve the school budget
- Approve and review school policies, and hold staff to account for their implementation
- Make sure the schools are compliant with legal requirements, including that all statutory policies and documents are in place
- Carry out the appointment and performance management of the headteacher
- Be a source of challenge and support to the headteacher and other leaders
- Monitor and evaluate the schools' staffing structures
- Monitor health and safety in the school
- Work in co-operation with the local authority, having regard to any guidance it issues

Skills and experience

Essential:

- Critical listening and ability to ask effective questions
- Strategic thinking
- Excellent communication
- Problem-solving and analysis

Desirable:

- Understanding of data
- Finance and/or accounting knowledge
- HR experience
- Knowledge of education
- Leadership and management skills
- Risk management skills
- Legal expertise
- Marketing and communications skills

Benefits to you

New skills you'll gain:

- Strategic planning
- Experience on a board
- Holding senior leaders to account and ability to provide challenge
- Finance, and maintaining oversight of potentially multi-million pound budgets
- Analysing data
- Human resources and performance management
- Project management
- Marketing
- Communication and teamwork
- Decision making
- Problem solving

Time commitment

The time commitment for school governors will vary. However, all governors must attend at least 3 meetings of the full board per year. The term of office is 4 years.

Governors can choose to sit on the Resources Committee, which meets once a term.

Governors are also expected to visit the school while it is open to pupils.

Preparation for meetings includes reading papers and preparing questions for senior leaders.

You will also be expected to undertake any training required to enable you to discharge your role effectively.