



## Role Description

**Post title: Trustee (Governor)**

**Salary:** Voluntary (Unpaid)

**Hours:** To meet the needs of the Board of Trustees

**Responsible to:** Chair of Governors

### Role

To contribute to the work of the governing board in ensuring high standards of achievement for all children and young people in the school by:

- Setting vision, ethos and strategic direction, engaging stakeholders, and ensuring statutory duties are met.
- Holding our Head Teacher and the senior leadership to account for teaching, achievement, behaviour and safety; challenging and strengthening leadership; contributing to school evaluation and assuring that the values of the Governing Body are observed throughout the school from Nursery to Year 2.
- Ensuring financial solvency and probity with effective management of financial resources, including the Pupil Premium, to raise standards.

**As part of the Board of Trustees, a Trustee (Governor) is expected to:**

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
  - the school's budget, including the expenditure of the pupil premium allocation
  - the school's staffing structure and key staffing policies
  - 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 Trustee (Governor) on a specific issue, making relevant enquiries of the relevant staff, and reporting to the Board of Trustees (Governing Body) 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 school staff have the resources and support they require to do their jobs well. This includes the necessary expertise on business management, external advice where necessary,

effective appraisal, CPD (Continuing Professional Development), suitable premises and that the way in which those resources are used, has impact.

4. When required, serve on panels of Trustees (Governors) to:
- appoint the Head Teacher and other senior leaders
  - appraise the Head Teacher
  - set the Head Teacher'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 Trustee (Governor) is largely a thinking and questioning role, not a doing role.**

**A Trustee (Governor) does NOT:**

1. write school policies
2. undertake audits of any sort – whether financial or health & safety - even if the Trustee (Governor) has the relevant professional experience
3. spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school
4. fundraise – the Board of Trustees (Governing Body) should consider income streams and the potential for income generation, but not carry out fundraising tasks
5. undertake classroom observations to make judgements on the quality of teaching – the Board of Trustees (Governing Body) monitors the quality of teaching in the school by requiring data from the senior staff and from external sources
6. do the job of the school staff; if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing board need to consider and rectify this

As you become more experienced as a Trustee (Governor), there are other roles you could volunteer for which would increase your degree of involvement and level of responsibility (e.g. as a chair of a committee). This role description does not cover the additional roles taken on by the chair, vice-chair and chairs of committees.

In order to perform this role well, a Trustee (Governor), is expected to:

- get to know the school, including visiting the school occasionally during school hours and in agreement with the Head Teacher, and gaining a good understanding of the school's strengths and weaknesses
- attend induction training and regular relevant training and development events
- attend meetings (full Board of Trustee meetings and committee meetings) and read all the papers before the meeting
- act in the best interests of all the pupils of the academy
- behave in a professional manner, as set down in the Board of Trustee's code of conduct, including acting in strict confidence

*Ryhope Infant School Academy is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all stakeholders to share this commitment. A satisfactory enhanced DBS check is required for all Trustees.*

Signature: ..... Signature: .....  
Post Holder Chair of Governors

Date: ..... Date: .....