



# Sauncey Wood Primary School



## Job Description Governing Body Committee Member

**The role of the governing body is a strategic one, its key functions are to:**

- set the aims and objectives for the school
- set the policies for achieving those aims and objectives
- set the targets for achieving those aims and objectives
- monitor and evaluate the progress the school is making towards achievement of its aims and objectives
- be a source of friendly challenge and support to the headteacher

### Frequency of Meetings and Visits

Full Governing Body	Termly (evenings)
Sub Committees (Resources & School Improvement)	Termly (daytime or evenings)
Linked Visits (approx. 30 mins)	2 /3 per academic year (daytime)
Governor Day	September (one full day)
Training	Termly (usually evenings)

### Time Commitment

Initially, we would expect your commitment to be around 5 hours per month.

Once established, your responsibilities may increase to 5 – 10 hours per month depending on your levels of interest and involvement.

It is common for governors to take on extra duties that fit with their skill set. Recent examples include submitting a bid for a new boiler, constructing a new website and working to streamline financial management processes.

Section 50 of the Employment Rights Act 1996, states that you are entitled to 'reasonable time off' work to undertake governance duties. 'Reasonable time off' is not defined, and you will need to speak to your employer to agree how much time off is granted.

### Members of the Governing Body are expected to:

- Get to know the school, its needs, strengths and areas for development
- Understand the school's targets and performance
- Understand of the OFSTED Framework

**Address:** Pickford Hill, Harpenden, Herts AL5 5HL

**Tel:** 01582-621514 **Fax:** 01582-621485

**Email:** [admin@saunceywood.herts.sch.uk](mailto:admin@saunceywood.herts.sch.uk)



# Sauncey Wood Primary School



- Attend all meetings (Full Governing Body Committees, Sub Committees and Working Groups), reading Agendas, Papers and Minutes in advance and preparing challenging questions.
- Be a challenging friend to the school, ready to offer constructive feedback during meetings and support the school community
- Work as a member of a team to deliver pieces of work supporting the role of the Governing Body.
- Act within the framework of the policies of the Governing Body and legal requirements
- Act as a link governor for a subject or subjects; visiting the subject leader regularly and producing brief written reports for the Governing Body
- Respect all Governing Body decisions and support them in public
- Commit to training and development opportunities
- Be prepared to consider working towards becoming Chair of the Governing Body or a Committee Chair
- Adhere to the Governing Body Code of Conduct

## Person Specification

The **essential** qualities required of any Governor and they include:-

An interest in the education of all children and a commitment to securing the best educational outcomes for all children

- Committed to the vision and values of the school
- Sound communication skills in listening, speaking and writing, including tact / diplomacy
- Strong numerical skills, to help understand and make use of information and data
- A willing and constructive work ethic with the ability to commit the time necessary to add value in this role
- An ability to work as a member of a team and to take individual responsibility for delegated tasks
- An ability to put aside your 'parent' hat for this strategic role, and to respect confidentiality at all times
- A commitment to participate in training, self-evaluation and the likelihood of becoming a committee chair

**Address:** Pickford Hill, Harpenden, Herts AL5 5HL

**Tel:** 01582-621514 **Fax:** 01582-621485

**Email:** [admin@saunceywood.herts.sch.uk](mailto:admin@saunceywood.herts.sch.uk)