

## **Local Governor Role Description**

### **Introduction**

Local Governance Committees are expected to provide local context, challenge and support to the Headteacher and senior leaders, to ensure the best local offer is provided in each School

The specific powers and roles delegated by Directors to Local Governance Committees are set out in the Trust Scheme of Delegation. The Trust Board reserves the right to de-delegate governance functions or specific elements of the Scheme of Delegation as required.

The LGCs in all schools should have a minimum membership of the following;

- 1 Headteacher (Ex Officio)
- 2 Parent Governors
- 1 Staff Governor
- 4 Co-Opted Governors

Local Governance Committees have the discretion to increase the number of governors beyond this minimum and the Trust Board also reserves the right to add or remove governors from LGCs as circumstances may require. All Local Governors, whether appointed or elected, are of equal standing. The Local Governance Committee is a corporate body, and Local Governors have no individual responsibility or individual authority except where it has been specifically delegated to them

The standard term of office for all governors is four years. This term of office does not apply to the Headteacher, who is expected to serve as an ex-officio Governor for as long as he/she remains in office.

Everyone involved in governance at the Soke Education Trust commits to the Nolan seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. This is reflected in our code of conduct which applies at all levels of governance.

Local Governors must read and adhere to the Trust's and School's policies

### **Local Governors Core Duties**

Local Governance Committees have an important role to play. At Soke Education Trust they are responsible for:

- Safeguarding
  - Checking the SCR is compliant
  - Ensuring Safer Recruitment procedures are followed
  - Monitoring of the school's safeguarding procedures by 'checking the checker'
- Quality of Education
  - Monitoring the School Improvement Plan & Self-Evaluation
  - Monitoring school performance using internal & external data analysis to ensure progress and impact for all pupils
  - Monitoring the use of resources and using an awareness of curriculum budget lines so that all pupils make progress
  - Monitoring the implementation of the SEND offer and its impact on identified pupils
  - Monitoring Pupil Premium funding; how the strategy is implemented & the impact of its use
  - Monitoring the Sports Premium funding; how the strategy is implemented and the impact of its use
- Compliance
  - Monitoring the implementation of Trust policies
  - Review and monitoring of local policies
  - Monitoring the website to ensure it is up to date and compliant with its statutory requirements
  - Monitoring Health & Safety within the school, making use of the annual audit and tracking systems
  - Contributing to the Risk Register for the school
- Behaviour & Attitudes
  - Monitoring the wellbeing of staff & pupils through visits, analysis of surveys and stakeholder voice
  - Monitoring the behaviour curriculum
  - Monitoring school suspension and exclusion data
  - Supporting the school in implementing the exclusion policy
  - Monitoring Attendance
  - Monitoring incidents of bullying
- Complaints
  - Monitor the implementation of the complaints process
  - Support school leaders in investigating complaints, in accordance with the policy
- Staffing
  - Act as a supportive but critical friend to the school leadership team
  - Supporting school leaders with recruitment
  - Supporting with the appraisal of the Headteacher
- Communication
  - Support the school in building strong community links
  - Make recommendations to the Trust board about the school's progress and next steps

## **Exercise of Local Governance Committee Duties**

- The Local Governance Committee meets six times per year.
- The Chair and Vice Chair of the Local Governance Committees are elected annually by the Governors at the first meeting in each academic year.
- Local Governors will make visits to the school during core school hours to inform themselves about the circumstances and context of the school, and to see for themselves how strategies, priorities, and policies are applied.
- By arrangement with the Headteacher, Local Governors are encouraged to visit the school regularly, both for formal (link) visits and informal visits (assemblies, performances etc)
- Local Governors will be linked to a subject development area or statutory responsibility. Such links may include, but are not limited to: Safeguarding; SEND; key subjects; Pupil Premium; Children in Care; School Council etc. Link roles are reviewed annually at the first Local Governance Committee meeting of the academic year. Local Governors should carry out at least two visits linked to the objectives in the school improvement plan to support their monitoring role, but may make more after discussion with the Headteacher.
- Local Governors will receive papers and documentation from the leadership team to support their monitoring role.
- Local Governors should complete training in accordance with the role.

## **Further information on the role of Local Governors**

More information can be found in:

- The Governance Handbook at [www.gov.uk/government/publications/governance-handbook](http://www.gov.uk/government/publications/governance-handbook)
- Soke Education Trust Scheme of Delegation
- Soke Education Trust Articles of Association