



## **Burford Governor 'Job Description'**

### **Background**

OFSTED expects all governors to know their school and have direct strategic input to the direction of that school. The role of a governor gives you a unique insight into how your school operates and it enables you to make a difference.

While recognising that the role of a governor is a voluntary one and that other commitments will sometimes take precedence, it is vital that all governors, whenever they can, are able to spend at least half a day per term in school during the school day.

### **Whole Governing Body meetings**

There are 2 meetings each term of the whole governing body. One is relatively formal, clerked by our LA clerk, starting at 5.15 pm usually on a Monday, typically lasting till 7.30 pm. Dates are fixed for the year well in advance. The other, usually in the second half of the term, is less formal, starting at 7pm and typically lasting for 2 hours.

### **Committees**

Committees are where much of the detailed work is covered and Governors should expect to be on at least one committee, however, most governors sit on a minimum of two. There are committees for Curriculum, Finance, Personnel, Premises and Community.

Committees meet once or twice a term with times arranged among the members.

Governors choose the committees on which they wish to serve, and can change committees during the course of their term of office, usually in September.

### **Working Groups**

Working groups for specific purposes, for which governors volunteer, are set up as needed.

### **Individual roles**

In addition, most governors will take on other roles, usually to liaise with staff or provide support to the School or the Governors in a specific area.

For example all subjects taught at school, will have a governor assigned to them, i.e. literacy, maths, science, etc. The role of the governor is to become familiar with the way their subject is taught through the school, so that they can speak knowledgeably to parents, or inspectors, as required. To achieve this, the governor will make a visit twice a term to meet with the nominated teacher co-ordinator for that subject. The purpose of these review sessions is to:-

- understand the teaching methodology that is being deployed across the school
- recognise and understand the challenges, if any, that the school is facing in delivering the subject

- talk to the children to see whether they are enjoying the subject
- observe lessons
- see a range of children's work, in terms of ability and year groups and to see the progress that is being made
- be aware of the continuity of the subject through the school

The governor will publish notes from their meetings and visits following the agreed format shown at the end of this document. The review sessions can, with the agreement of the teacher assigned to the subject, be conducted either inside or outside of school hours.

Further governors will be nominated by the Governing Body to become the SEN (Special Educational Needs) Governor and Development Governor.

### **Briefing papers**

A range of briefing papers and other information is available. Some are circulated e.g. briefing papers sent with meeting agendas and some are available in school or on the LA website (a good source of useful information and services). Governors are expected to be familiar with material that is circulated and stay up-to-date with other relevant information.

### **Involvement in School during the school day – Visits and Year Assignment**

It is important to remember that this is NOT to assess performance in any way, but to become familiar with the way the school works.

Governors are expected to make formal visits into school. The governors take this in turn, usually in pairs and there is one such visit a term, so it is expected that each governor will visit around every 2 years. The focus of the visit is usually an area of the School Development Plan.

In addition, each governor may be associated with a year group in the school (not one with a child of their own) and is expected to spend time in school during the day with the staff and children of that year group. Personal circumstances will dictate how often this can be achieved, but a couple of hours in school at least twice a term is expected. Times and activities are arranged with the year group teachers.

Governors should note that many employers will give paid time off for governor activities.

### **School events**

Whenever possible, governors should attend school events, such as concerts, sports days etc. These may be associated with the governors' own year group, or involve the whole school, when invitations will normally be sent via the School Office.

### **Training**

Each governor is expected to undertake training which is provided by the LA and for which the school pays. An essential first step is induction training, which takes place over 2 separate days, ideally about 6 weeks apart. A number of dates and venues are offered by the LA, both on weekdays and Saturdays.

A wide range of other courses is offered covering specific aspects of the governors' role. These usually take place in the evenings and last about 2 hours, again with a range of dates and venues around the county to choose from. A governor should aim to attend at least 2 such courses each year, choosing subjects that are, for instance, relevant to their committee involvement.

Each year, the governing body is entitled to one in-school training session on a subject of our choice, with a trainer provided by the LA. This takes place in the evening and depending on the topic, often includes the staff. Attendance by all governors is expected.

### **Summary of Commitments**

- 2 whole governing body meetings per term
- 2 to 4 committee meetings per term
- Termly visits during the school day
- Additional specific roles & working groups
- Training - usually evenings, sometimes full days (weekdays or Saturdays)
- Time for reading briefing papers, preparing for meetings, completing assigned actions

More information on the role of a Governor is available from the LA (Local Authority) website [www.buckscc.gov.co.uk/schools](http://www.buckscc.gov.co.uk/schools) Governor Zone, and from existing governors via the school, details of whom can be found on the school website.



**Burford School**  
**Marlow Bottom Marlow Buckinghamshire SL7 3PQ**

T: 01628 486655 F: 01628 898103

E: office@burfordschool.co.uk

W: www.burfordschool.co.uk

Headteacher: Karol Whittington M.A., B.Ed. Hons

<b>Name:</b>	<b>Date:</b>
<b>Met With:</b>	
<b>Purpose of the Meeting</b> <ul style="list-style-type: none"><li>•</li></ul>	
<b>Links with the School Plan</b> <ul style="list-style-type: none"><li>•</li></ul>	
<b>Governor Observations and Comments</b> <ul style="list-style-type: none"><li>•</li><li>•</li></ul>	
<b>Governor Observations and Comments</b> <ul style="list-style-type: none"><li>•</li></ul>	
<b>Governor Observations and Comments</b> <ul style="list-style-type: none"><li>•</li></ul>	
<b>Any Key Issues / Comments arising for the Governing Body</b> <ul style="list-style-type: none"><li>•</li></ul>	