



Bottisham Village College

Achievement through Inspiring, Caring, Enriching

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Governor Role Description

Anglian Learning and Bottisham Village College are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Responsible to	Chair of Governors
Role Purpose	To contribute to the work of the governing body in ensuring high standards of achievement for all children and young people in the College by: <ul style="list-style-type: none">• Setting the school's vision, ethos and strategic direction;• Holding the Principal to account for the educational performance of the College and its pupils; and• Overseeing the financial performance of the school and making sure its money is well spent.

Governor

Your role as Governor is to:

1. Contribute to the strategic discussions at governing body meetings which determine:
 - The vision and ethos of the College;
 - clear and ambitious strategic priorities and targets for the College;
 - that all children, including those with special educational needs, have access to a broad and balanced curriculum;
 - the College's budget, including the expenditure of the pupil premium allocation;
 - the College's staffing structure and key staffing policies;
 - the principles to be used by College leaders to set other College policies.
2. Hold the senior leaders to account by monitoring the College's performance; this includes:
 - Agreeing the outcomes from the College's self-evaluation and ensuring they are used to inform the priorities in the College development plan;
 - considering all relevant data and feedback provided on request by College leaders and external sources on all aspects of College performance;
 - supporting and challenging College leaders and acting as a 'critical friend';

- 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 College is operating effectively according to those policies;
 - acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant College priority, and
 - listening to and reporting to the College's stakeholders: pupils, parents, staff, and the wider community, including local employers.
3. Ensure the College staff have the resources and support they require to do their jobs well, including the necessary expertise on business management, external advice where necessary, effective appraisal and CPD (Continuing Professional Development), and suitable premises, and that the way in which those resources are used has impact.
4. When required, serve on panels of governors to:
- Appoint the Principal and other senior leaders;
 - appraise the Principal;
 - set the Principal'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.
5. In order to perform this role well, a governor is expected to:
- Get to know the College, including by visiting the College occasionally during school hours, and gain a good understanding of the College's strengths and weaknesses;
 - attend induction training and regular relevant training and development events;
 - attend meetings (full governing body meetings and committee meetings) and read all the papers before the meeting;
 - act in the best interest of all of the pupils of the College;
 - behave in a professional manner, as set down in the governing body's code of conduct, including acting in strict confidence; and
 - work effectively as part of a wider team of governors, sharing corporate responsibility for decisions taken.
6. Time commitment: Under usual circumstances, you should expect to spend approximately 30 hours over the course of a year on your governing responsibilities. The vast majority of meetings take place in the evening, with preparation for governing body meetings taking place at weekends. However, there may be periods when the time commitment may increase, for example when recruiting a Principal and governors are encouraged to visit the College during the day, work commitments permitting.

This role description sets out the responsibilities of the role at the time it was drawn up. The role holder may be required from time to time to undertake other responsibilities within the College as may be reasonably expected, without changing the general character of the role. The role description will be kept under review.

