



NEWBURY ACADEMY TRUST

Local Governing Body Members Role Description

Role Description for a Local Governor

Governing is a job – it just isn't paid! It is perhaps even more important for voluntary jobs than for paid ones to be clear about the parameters, expectations and limitations.

Local Governing Bodies are committees of the Newbury Academy Trust (NAT) Board of Trustees. The Trust currently has two LGBs, one covering Fir Tree and Speenhamland Primary Schools, and the other, Trinity School. Whilst the Board of Trustees is ultimately accountable for the quality of education in the Trust and for ensuring the Trust achieves its targets, it delegates some responsibilities to the LGBs.

The role of an LGB governor is to contribute to the work of the Trustees in raising standards of achievement for all pupils. This predominantly involves holding the Headteachers to account for the educational performance of the schools through the analysis of key performance indicators in achievement, standards and pastoral matters. Governors should consider all relevant data provided by school leaders and external sources on all aspects of school performance, and ask challenging questions about it. The role of a governor is largely a thinking and questioning role.

The individual governor has a responsibility to the Trustees, staff and pupils of the Trust, its wider community and where they are representatives, to their particular constituency (parents, staff or community). Although local governors may represent particular groups they are not however, delegates of that group.

Tasks include:

- Getting to know the school (s): its needs, strengths and areas for development.
- Attending meetings of the Local Governing Body.
- Working as a member of a team.
- Speaking, acting and voting in the best interests of the LGB as one perceives them.
- Representing the perspectives of constituencies, where appropriate.
- Respecting all LGB decisions and supporting them in public.
- Acting within the framework of the policies of the Newbury Academy Trust and legal requirements.
- Committing to training and development opportunities

What criteria are used when selecting a Local Governor?

The Trust undertakes an annual skills audit of governors and appointments are made with regard to the individual needs of the school, and the 'Competency Framework for Governance'.

When vacancies for Parent and Staff governors arise, the Board of Trustees will publish information about the role and skills they ideally require. This is not to create additional eligibility criteria for the potential candidate but to inform the electorate of the Boards expectations and ideal requirements, and to inform their choice.

For all LGB governors, whether Community, Staff or Parent, the Trustees ideally seek candidates with:

- An interest or background in education.
- Appropriate availability.
- Good communication/interpersonal skills.
- Ability to work as part of a team.
- Undertaking to participate in the Trust's training programme.
- A desire to support the Newbury Academy Trust.
- Other relevant experience.

What is the code of conduct?

It is a set of guidelines enabling all governors to work within an environment of trust and mutual respect.

It is underpinned by the following key principles:

- To act with integrity and discretion in the best interests of the Newbury Academy Trust.
- To work as a member of a team at all times and know that all decisions and actions taken are fair and impartial and respecting equality of opportunity for all.
- To be loyal to collective decisions made by the Local Governing Body.
- To recognise that all local governors have the same rights and responsibilities unless particular responsibilities are conferred on them.
- To understand that no governor can act alone except in exceptional circumstances prescribed in the LGB Governance Rules.
- To accept that the Trust will publish on the school's website full names, date of appointment, terms of office, roles on the governing body, attendance records, relevant business and pecuniary interests, category of governor and the body responsible for appointment.
- In the interests of transparency information relating to governors will also be collected and logged on the DfE's national database of governors (Get Information About Schools).

Governors must:

- Listen to and respect the views of others
- Express their own views clearly and succinctly
- Take their fair share of work / positions of responsibility
- Know, understand and work within the NAT regulatory framework
- Respect confidentiality

And should:

- Prepare for meetings by reading papers beforehand
- Take responsibility for their own learning and development as a governor, including attending training
- Attend meetings promptly, regularly, and for the full time

DBS checking procedures

Applicants will be subject to a criminal record check with the Disclosure and Barring Service before being appointed. In addition, as part of the Trust's safer recruitment procedures, governors will be expected to provide two references, which will be followed up by the Clerk. A full list of disqualification criteria is attached at Appendix A.

How long a term do local governors serve?

All local governors serve for four years from the date of their appointment. Parent governors serve out their term even if their child leaves the school in the meantime. The staff governor's term ends if they cease to be employed at the school.

How does the Local Governing Body carry out its work?

The Newbury Academy Trust Board of Trustees delegates responsibility to the LGB for holding the Headteachers to account for the educational performance of the school.

Much of the work of the LGB allows local governors to focus in depth on specific areas. Each LGB has support from the senior leadership team in their discussions. LGBs meet five times a year and report termly to the NAT Board of Directors. The Chair of the LGB may be a Board Trustee. Dates of meetings are published for the academic year.

The academy's senior leaders provide reports to the LGBs so that governors gain a good understanding of the performance of the school and of groups of students. Through robust questioning and acting as a critical friend to the Headteachers, members of the LGBs hold the schools to account for any areas of underperformance as well as recognising successes.

Local governors will be expected to familiarise themselves with the work of the relevant school.

It continues to be the job of the Executive Headteacher, Associate Headteachers and staff within each school to carry out all the detailed work of running the schools.

How much time will it take?

The Local Governing Body meets five times a year at the school for up to 2.5 hours. Additional time is needed to prepare for the meetings. The agenda and documents are issued 7 days in advance.

Local governors will also commit to attend relevant training courses.

The Primary Schools LGB meetings usually take place on a Monday from 6-8.30pm.

Trinity School LGB meetings usually take place on a Monday from 4-6.30pm.

All governors are expected to attend.

Governors may also be asked to serve on 'Governor Panels' such as to hear appeals about pupil exclusions.

Ideally Local Governors will also take a general interest in the school and attend events and activities like Open Days, concerts, stage productions, etc.

How are Local Governors appointed/elected?

Parent and Staff local governors are elected, or if the number of parents standing for election is less than the number of vacancies, all those nominated will be elected unopposed. The Board of Trustees may appoint to any remaining vacancies in accordance with the articles of association.

Applicants for 'Community' governor vacancies are asked to apply on the Newbury Academy Trust Governor Application Form. There will also be a short interview with the Chair of Trustees and if successful a recommendation will be made to ratify the appointment with the Board of Trustees. The NAT undertakes an annual skills audit and the successful applicant will be chosen with due regard to the needs of the school and the Competency Framework for Governance.

Who can apply/ be elected?

Any person who is the parent or legally appointed guardian of a registered pupil at a NAT School may be elected/appointed as a Parent governor. Any question as to eligibility to stand in an election shall be decided by the Chair of Trustees.

Members of staff cannot be elected/appointed as a Parent Governor at the school at which they work.

Members of the community, aged 18 or over, who are not a parent of a child attending a Newbury Academy Trust School may apply to be a Community governor.

Any staff member employed under a contract of employment with the Newbury Academy Trust at the academy(ies) overseen by the Local Governing Body shall be eligible to be elected as a staff governor and to vote in the election'.

Disqualification criteria is listed at Appendix A.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> An interest in the education of children 	
Skills	<ul style="list-style-type: none"> Sound communication skills both in listening and expression Sound judgment and the capacity to make objective decisions Assimilation skills to help absorb and make use of wide ranges of information and data 	<ul style="list-style-type: none"> Specific skills to strengthen the skill base of the Board of Directors which will vary from time to time.
Knowledge/ Experience	<ul style="list-style-type: none"> The capacity to develop specific knowledge and understanding of the school and its community 	
Personal Qualities	<ul style="list-style-type: none"> Fairness A commitment to equal opportunities A commitment to securing the best educational outcomes for young people Tact and diplomacy The ability to work as a member of a team Ability to respect confidentiality A willingness to work constructively with a team of Directors who have some or all of these qualities A willingness to learn and develop as a governor through training and self- evaluation 	

Authorised by	Resolution of the Board of Trustees
Date	4 th November 2019
Effective Date of the Document	4 th November 2019
Effective Date for Review	November 2020

Appendix A:

Qualifications and disqualifications to serve as an academy trustee or local governing body member.

A person must be aged 18 or over at the date of their election or appointment. No current pupil of the academy/one of the academies in the trust shall be a trustee/local governor.

A person shall be disqualified from holding office or continuing to hold office as trustee/local governing body governor if:

- s/he becomes incapable by reason of illness or injury of managing or administering his own affairs;
- s/he is absent without the permission of the trustees from all their meetings held within a period of six months, and the trustees resolve that his office be vacated;
- s/he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- s/he is the subject of a bankruptcy restrictions order or an interim order;
- s/he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986; or
- s/he is subject to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order);
- s/he ceases to be a trustee by virtue of any provision in the Companies Act 2006;
- s/he is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision); or
- s/he is otherwise found to be unsuitable by the Secretary of State;
- s/he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible; or to which he was privy; or which he, by his conduct, contributed to or facilitated;
- s/he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011;
- s/he has not provided to the chairman of the trustees a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997.
- s/he is removed by the trustees in circumstances where they consider (acting reasonably) that it is in the best interests of NAT to remove him/her (including where there has been a breach of NAT's governors' code of conduct).