

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### JOB DESCRIPTION

#### GOVERNOR (TRUSTEE)

##### Overview

Governors are volunteers and integral members of the board of governors (trustees), responsible for governing and directing how the school is managed and run. As a governor you will bring your unique perspective to the board and support them in ensuring its core functions are met by:

- Holding the headteacher to account for the educational and financial performance of the trust
- Setting the trusts vision and values, and the strategy for achieving this vision
- Ensuring the trust's financial success and probity

##### Responsibilities

Collectively the board of governors are responsible for:

- Developing the trusts vision and strategy
- Establishing a culture of high educational standards, which promotes staff and pupil wellbeing
- Monitoring provision for pupils with special education needs and disabilities
- Monitoring education performance using a range of data sources
- Ensuring stakeholders (parents, students, staff, and local community) are informed and consulted as appropriate
- Approving the budget for the trust
- Monitoring and evaluating the trust's financial performance
- Reviewing and approving school policies and holding staff to account for their implementation
- Ensuring the school is compliant with legal requirements, including that all statutory policies and documents are in place
- Appointing and performance managing the headteacher
- Monitoring and evaluating the trust's staffing structure
- Monitoring health and safety in the school



## **Skills and Experience**

### Essential:

- Critical listening and the ability to ask effective questions
- Strategic thinking
- Excellent Communication
- Problem solving and analysis

### Desirable:

- Understanding of data
- Finance and/or accounting knowledge
- HR experience
- Knowledge of education
- Leadership and management
- Legal expertise, particularly knowledge of charity law
- Marketing and communications

## **Time Commitment**

All governors are required to attend 6 full board meetings per year and will also be asked to attend the annual general meeting and support committee meetings as agreed which monitor specialised areas such as finance and audit, health and safety, and curriculum. The majority of meetings take place during the evening.

## **Additional Information**

The School is both a charity (trust) and company limited by guarantee and must comply with company and charity law. The board of governors, also referred to as trustees, are registered as directors at Companies House.

