

## 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 the Soke Education Trust they are responsible for:

- Safeguarding
  - SCR
  - Safer Recruitment
  - Checking the checker
- Quality of Education
  - Curriculum
  - School performance inc internal & external data analysis
  - Use of resources
  - SEND implementation & impact
  - Pupil Premium implementation & impact
  - Sports Premium implementation & impact
- Compliance
  - Implementation of Trust policies
  - Review and monitoring of local policies
  - Website
  - Health & Safety
- Behaviour & Attitudes
  - Wellbeing of staff & pupils
  - Behaviour
  - Exclusions
  - Attendance
  - Bullying
- Community
- Complaints
- Staffing
  - supporting with recruitment
  - supporting with appraising Headteacher

To fulfil this role they:

- Monitor the school improvement plan, in line with the Trust's strategic vision
- Monitor the curriculum, safeguarding, attendance, educational outcomes for all groups of pupils and the wellbeing of staff and pupils
- Ensure all the children in our care are safe, happy and cared for.
- Monitor the wellbeing of staff
- Ensure we are doing all we can so that each and every child in the school has access to a good education and is supported so they can reach their full potential.
- Act as a voice for pupils, staff and parents.
- Represent the school in the community and the community in the school.
- Make recommendations to the Trust about what is best for the school and its pupils.
- Work with the school's leadership team and the Trust to ensure staff & resources support the development needs of the school
- Act as a supportive but critical friend to the leadership team
- Complete training in accordance with the role.

## **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. Local Governors are encouraged to visit the school often, both for formal (link) visits and informal visits (assemblies, performances etc)
- Local Governors will be linked to a subject, year group, Key Stage, 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 will 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.

## **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