



Swalecliffe Community Primary School

Child first, pupil second

INSPIRE CHANGE BE A GOVERNOR



Swalecliffe Community Primary School is a three-form entry primary school of approximately 600 children, rated as good by OFSTED. We are passionate about our child first, pupil second philosophy and invest heavily in the pastoral support available to our students so that they feel happy, safe and secure. Put simply, we believe unhappy children will not learn effectively.

Being a governor is a great way to have a positive impact on your community by supporting the improvement of the lives of the children within it. As a governor you are expected to help steer the school; shape its vision and challenge staff to deliver on targets they set themselves.

As a new governor you will be joining an experienced team who will help mentor you in the new role, we also provide high quality training both in person and online with other governors across Kent and a coastal alliance of 19 similar schools. Find out more about our ethos and work at [Home | Swalecliffe Community Primary School](https://www.swalecliffeprimary.org) ([swalecliffeprimary.org](https://www.swalecliffeprimary.org)).

WHAT DO YOU NEED TO BE A GOVERNOR?

A good governor is passionate about supporting the school. We welcome governors with experience in governance, business, finance, education but want to nurture diversity in skills, background and life experience so training and support are provided to all.

We believe having a range of lived experiences on governing bodies changes the quality of questioning and challenge making our school a better place for our children to learn. We aspire to have a governing body which represents a range of different ages, sexualities, disabilities and other protected characteristics.

HOW IT WORKS:

The Governors meet as a full body each term and they work together with the Headteacher to review the school's policies, evaluate the school's performance, review the School Development Plan, monitor the expenditure of the school's budget and appoint senior staff.

Within the Governing Body we are organised into two committees: Quality of Education and Curriculum, and Resources. You will be expected to attend one of these committees and one governing body meeting per term (a total of six meetings a year).

All the meetings are held in the morning (currently on a Friday from 9:15-10:45am) and dates are provided for the academic year. You will, at your convenience, arrange school visits to evaluate and monitor the effectiveness of priorities you have responsibility for.

Governors sit for a period of four years and all Governors at Swalecliffe have full DBS checks. We are currently looking for Governors who would be interested in joining either of our committees. For more information check out www.governorsforschools.org.uk or the Role Description

HOW TO APPLY

If you share our values and feel you can have valuable skills and experience to Swalecliffe Community Primary School governance, we would like to hear from you in short email summarising how you think your personal qualities and experience reflect the job description attached and our schools ethos.

We'll then seek to invite you in for an informal chat.

IF YOU ARE INTERESTED

Please enquire about an informal chat with one of our other governors by ringing 01227 272 101 or emailing clerk@swalecliffe.kent.sch.uk

ROLE DESCRIPTION

BECOMING A SCHOOL GOVERNOR

Governors work together to:

1. ensure there is clarity of vision, ethos and strategic direction
2. hold executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. oversee the financial performance of the organisation and making sure its money is well spent
4. ensure the voices of stakeholders are heard

Governors must also ensure that the governing body complies with all legal and statutory requirements.

GOVERNING BODY STRATEGIC RESPONSIBILITIES

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing body is strategic. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

MONITORING AND EVALUATING SCHOOL PERFORMANCE

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies
- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the Governing Body (this could be in a link governor capacity)
- ensuring that there are policies and procedures in place to deal with complaints effectively

PANELS AND COMMITTEES

When required, governors are expected to serve on panels or committees in order to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

CONTRIBUTION TO THE GOVERNING BODY

Governors should ensure that they are making a positive and meaningful contribution to the governing body by:

- attending meetings , reading papers and preparing questions for senior leaders in advance
- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- getting to know the school, including visiting the school during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis

EXPENSES

Governors will receive out of pocket expenses incurred as a result of fulfilling their role as governor and we have an expenses policy in place. Payments can cover incidental expenses, such as travel and dependency care, but not loss of earnings.