



## **All Saints Voluntary Aided Church of England Primary School, Newton Heath**

### **Governor Body Role Description**

**Role Title:** Parent Governor

**Term of office:** Maximum of 4 years, at which the postholder would be required to stand again if they wished to continue.

The Governing Body is responsible for providing confident and strategic leadership, and creating robust accountability, oversight and assurance for the school's educational and financial performance. The body is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for our pupils. As a Voluntary Aided school, our Governing Body has additional responsibilities that would be those of the Local Authority in other types of maintained schools.

The Governing Body has three core responsibilities:

- **Ensuring clarity of vision, ethos and strategic direction;**
- **Holding the head teacher to account for the educational performance of the school and its pupils; and**
- **Overseeing the financial performance of the school and making sure its money is well spent.**

### **Main Purpose**

A parent governor, works with the body to ensure it effectively carries out the duties referred to above. They also play a vital role in ensuring that the board is connected with, and is aware of the views of, parents and the local community.

The prime purpose of the Parent Governor, is to fulfil the role of a governor of the school (as listed below), not to be solely an advocate of parents. The Parent Governor is expected to bring forward their insight and knowledge as a parent/carer to the Governing Body.

## **Duties and responsibilities**

### **Meetings**

- Attend meetings of the Governing Body whenever possible, and provide good reasons for any failure to attend meetings
- Prepare for and contribute to meetings and complete any agreed follow-up work

### **Teamwork**

- Contribute to the Governing Body's operation as an effective team by establishing and maintaining good working relationships with other governors and with staff
- Recognise the power of the Governing Body is vested in the group and that no governor has individual authority unless it is delegated by the governing body
- Recognise the respective roles of the Governing Body and the Head Teacher and staff (the Governing Body is a strategic body, the operational management of the school is the responsibility of the Head Teacher)
- Recognise that governors are equal members of the Governing Body and accept collective responsibility. Speak or act on behalf of the Governing Body only when authorised to do so
- Accept a fair share of the Governing Body's work, including through active committee membership
- Have the wellbeing of the school as your prime consideration
- Act as representatives, not delegates, of the school's parent body
- Develop strategies, in consultation with the Head Teacher, that enable you to gain the views of parents and report back to them
- Take a particular interest in ensuring effective communication between the Governing Body and parents and also the school and parents
- Ensure the Governing Body manages its accountability to parents effectively
- Ensure that matters of individual or collective parental concern are handled according to policy by staff, the Head Teacher, the Chair or the Governing Body. The Parent Governor must ensure that the school's Complaints Policy and Procedures are followed, and complaints are not brought directly to Governing Body meetings without going through the correct channels.

### **Knowledge of the school**

- Arrange to visit the school when teaching and learning are taking place and attend school events and functions
- Know the school's strengths, its areas for development and improvement plans

## **Personal interests**

- Put responsibilities as a governor before personal interests
- Ensure any business or pecuniary interests are declared as required and withdraw from meetings as appropriate

## **Maintain confidentiality**

- Act at all times fairly and without prejudice
- Support the school in the community, exercising prudence and tact if contentious issues affecting the school arise outside the Governing Body, and follow procedures agreed by the Governing Body in making or responding to criticism or complaints

## **Personal development**

- Undertake training and take advantage of opportunities to increase understanding and effectiveness as a governor
- Keep up to date with governance through reading and accessing information via the DfE updates, The Key for School Governors, Governor Hub, Second2None clerking service, school information – the website and newsletter - and Local Authority information.

## **Relationships**

- Establish productive links with the parents' association

## Person Specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"><li>• Parent governors are elected by parents or carers of registered pupils attending the school at the time of the election. They do not have to stand down if their child leaves the school but may do so if they wish. They may not be removed from office.</li><li>• If insufficient parents stand for election, the governing body can appoint parent governors and may remove an appointed parent governor from office. You may not be a parent governor if you are an elected member of the LEA/Children's Services Authority or if you work at the school for more than 500 hours a year at the time of appointment.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Previous experience as a governor is desirable but not essential</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>• A strong commitment to the role and to improving outcomes for children</li><li>• Good inter-personal skills, curiosity, and a willingness to learn and develop new skills</li><li>• The specific skills required to ensure the governing board delivers effective governance</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• High expectations for all pupils and belief in bringing out the best in all</li><li>• Commitment to upholding and promoting the ethos and values of the school</li><li>• Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to equality</li><li>• Commitment to following policies and the school's code of conduct</li></ul>

### Notes:

This role description may be amended at any time in consultation with the postholder.

Chair of Governing Body signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_