



Stormont School

JOB DESCRIPTION

Job Title:	School Governor
Commitment:	See detail below
Remuneration:	This is a voluntary role which is not remunerated.

General

The role of the Governor is to hold ultimate control of and responsibility for directing the management of the School, including: ensuring the School acts in accordance with the School's Memorandum and Articles of Association; educating, safeguarding and promoting the wellbeing of pupils; ensuring compliance with the inspection regime; overseeing the School's activities in furtherance of its charitable objects; and ensuring the School meets all of its legal obligations.

Collectively with other members of the Governing Body, a Governor has the following responsibilities:

- Strategic Responsibility
- Performance Responsibility
- Compliance Responsibility
- Responsibility to Safeguard the Assets
- Governance Responsibility

Strategic Responsibility:

- set a clear vision, ethos and strategic plan for the School that is ambitious but realistic
- ensure that the necessary structures are in place to deliver those as part of the strategic management of the School, looking outward, scanning the environment and adapting to change
- ensure these are communicated effectively to staff
- ensure the Headteacher's annual and longer-term objectives and targets support the School's vision, mission and strategic priorities
- consider the views of parents and other key stakeholders on the performance of the School
- regularly review the School's strategic plan and priorities

Performance Responsibility:

- hold the School's Leadership Team to account by monitoring the School's performance objectives
- ensure that the fundamental values and guiding principles of the School are articulated, reflected and understood throughout the School
- ensure the educational performance of the School and its pupils
- ensure that all children, including those with special educational needs, have access to a broad and balanced curriculum
- agree the overall annual income forecast and expenditure budget for the School
- Agree the method for measuring objectively the progress of the School in relation

to its vision, ethos, strategic plan, business plans and annual targets, and to receive regular (and in most instances termly) reports on the performance of the School

- receive regular (and in most instances termly) reports from the Headteacher on progress towards agreed strategic priorities and hold the Headteacher to account for the management and administration of the School
- ask challenging questions of the Senior Leadership Team
- ensure that, as with all staff, the Headteacher receives regular, constructive feedback on their performance in managing the School and in meeting their annual and longer-term targets and objectives.
- Support the Headteacher (as required) with the performance review for other members of the Senior Leadership Team
- ensure that the responsibilities delegated to the Headteacher are clearly expressed and understood in their job description
- ensure that there are mechanisms for pupils, parents, staff, volunteers, alumni, wider stakeholders and other individuals, groups or organisations to bring to the attention of the Governors any activity that threatens the probity of the School (see Complaints Policy)

Compliance Responsibility:

- ensure that the School and its representatives comply with all legal, regulatory and statutory requirements, for example the Independent Schools' Standard Regulations
- assess the School's performance against its charitable objects
- ensure that the School submits all mandatory returns and reports
- comply with the School's duties in relation the safeguarding of School pupils and the wider School community
- report serious incidents to the Charity Commission
- maintain familiarity with the School's Articles, ensuring the School complies with the School's Articles and review the School's Articles regularly to ensure they are fit for purpose
- follow the School Governors' Code of Conduct

Responsibility to Safeguard the Assets

- act as guardians of the School's assets, both tangible and intangible, taking all due care over their security, deployment and proper application and internal controls
- protect and manage the buildings and other property of the School
- ensure the organisation has a clear budget forecast for the next three years, ideally planned from zero each year rather than making minor adjustments to last year's budget
- establish and implement a risk policy which identifies and manages risks and ensure that any major risks to the School are reviewed at regular intervals and that systems have been established to mitigate or minimise these risks
- ensure that the School applies its resources exclusively in pursuance of its charitable objects, and these are allocated in line with the strategic priorities
- ensure that the School has a sound financial strategy, gets good value for money and has robust procurement and financial systems
- exercise effective overall control of the School's financial affairs, ensure that the systems of control are rigorous and constantly maintained through regular evaluation and improvement
- be accountable for the solvency and continuing effectiveness of the School and the management of any endowments in perpetuity
- ensure the proper investment of the School's funds within the constraints of the law and any ethical and other investment policies laid down by the Board of Governors
- establish a reserves policy which is reviewed annually and monitor the level of the School's reserves against that policy

- act reasonably, prudently and collectively in all matters relating to the School and always to act in the best interests of the School
- ensure that the School's good name, reputation, ethos and other intangible assets are properly valued, utilised and safeguarded

Governance Responsibility

- ensure that the School's governance is of the highest possible standard
- ensure that the School has an appropriate governance structure in place
- ensure that the Board of Governors has the skills required to govern the School well, and has access to relevant external professional advice and expertise, and participate in individual and collective development and training of Governors
- ensure that there is a systematic, open and fair procedure for the recruitment of Governors
- reflect periodically, as appropriate, on the Board of Governors's performance and individual Governors' performance
- ensure that there are succession plans for the Chair and the Headteacher
- establish, review, amend and approve such key Board and School policies as may from time to time be required

General Duties

- ensure the School complies with legislative and regulatory requirements, and acts within the confines of its governing document
- act in the best interest of the School, beneficiaries and future beneficiaries at all times, pursuing only the delivery of the charitable objects
- promote and develop the School in order for it to grow and maintain its relevance in society
- maintain sound financial management of the School's resources, ensuring expenditure is in line with its objectives, and investment activities meet accepted standards and policies
- interview, appoint and oversee the work and activities of the Senior Leadership Team, providing support and challenge as appropriate
- ensure the effective and efficient administration of the School and its resources, striving for best practice in good governance
- if required, act as a counter signatory where a cheque, application for funds, contract, agreement or other specified document is outside the powers delegated to Senior Leadership Team
- maintain absolute confidentiality about all sensitive/confidential information (including all information about the School's staff, parents and pupils) received in the course of Governors' responsibilities to the School and ensure compliance with the conflict of interest policy
- know and support the aims of the School and its mission statement and oversee their achievement
- know the overall tasks of the Board of Governors and ensure that these are fully carried out
- contribute expertise to the discussions of the Board of Governors and at least one committee
- Respect the confidentiality of the Board of Governors

Accountability

As the Board of Governors is responsible for directing how the School operates and is managed and liable for the governance and functioning of the School, it is accountable in varying degrees to a variety of internal stakeholders, including parents, pupils and staff.

Commitment Expected from a Governor

The School currently has one full Board of Governors meetings per term. There are six sub-committees which meet as follows: Education (once per term), Buildings (once per term), PR & Marketing (once per term), Health & Safety (once per term), Finance (twice annually) and Risk (once annually).

The degree of commitment required of a Governor to achieve the job description is to:

- attend Board of Governors meetings
- attend relevant Committee meetings
- be prepared to lead, with prior agreement, on aspects of the Board of Governors's work for which you have delegated responsibility e.g. chairing a committee, being the link for an area of work such as safeguarding
- be prepared to put in enough time to visit the School periodically during working hours and to study relevant background and papers
- attend training courses
- attend events where possible and in particular those associated with particular areas of responsibility
- attend two monitoring or daytime School visits each academic year (except where agreed with the Chair)
- spend time reading around issues of governance and education
- attend, with prior agreement, interviews, appeals or grievance meetings
- spend time meeting staff, parents and pupils where possible

Indicatively, Governors might spend approximately 10 days a year carrying out their duties.

Person Specification

Qualifications

- Accredited professional qualifications where applicable.

Personal Attributes

- Personal and professional integrity
- High levels of confidentiality and discretion
- Positive attitude, with a friendly and approachable manner
- Empathy with children and young people
- Fully supportive of the aims & ethos of an independent girls' day school

Safeguarding & Health and Safety

- Be aware of the safeguarding requirements in place in the School and abide by them at all times.
- Be aware of the School's Aims & Ethos and ensure that actions taken are not in conflict with them.
- Comply with the School's safeguarding and health and safety duties, reporting any risks or defect to the Bursar.

The School

Stormont School is a highly successful, independent girls' preparatory day school in Potters Bar, Hertfordshire for girls aged 4 to 11 years. Girls are prepared for many of the best senior day and boarding schools in Hertfordshire and London reflecting the high quality of teaching and learning and the opportunities the girls have to flourish. The School has approximately 140 girls and 50 staff.

Stormont School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, checks of social media profiles and the Disclosure and Barring Service.