

Governor Job Description

Chair of Governors at Orleans Primary School

Orleans Primary School is a successful, happy and nurturing Primary School situated in the heart of leafy St Margarets. We are seeking candidates for the role of Chair of Governors to lead the board in supporting the strategic direction of the school, providing advice and challenge to assist the school in its aim to create a happy and healthy environment for all children to flourish.

We would value candidates with experience of school governorship, or an interest in HR and personnel, finance and budget, data analysis, business in general, mental health/wellbeing or simply wanting to help to continue making our community one of which we are justifiably proud. The term of membership is four years and training for is provided - some of it remotely or online - and paid for by the school.

We encourage candidates from diverse backgrounds. This role is a voluntary, part-time position and we estimate the time commitment for Chair to be approximately 5-10 hours per week.

Role of the Governing Board:

- Assisting the school in developing and implementing its School Development Plan and strategic priorities
- Supporting and challenging the Head teacher and senior leadership of the school
- Approving key school policies
- Monitoring and evaluating the work of the school
- Leading at least one statutory area (usually one of the school's development priorities)
- Strategic management of the budget
- Ensuring the health and safety of pupils and staff
- Ensuring all children have access to a broad and balanced curriculum
- Adhering to the school governing body Code of Conduct
- Acting as a 'critical friend' to the school, get to know the school: its needs, strengths and areas for development
- Respect all governing body decisions and to support them in public

Tasks of the Chair of Governors include:

1. Chairing meetings of the full board, six whole governing body meetings per annum (two per term), usually held on a Wednesday evening, lasting approximately 2 hours. Assist the Clerk to Governors in preparing the agenda.
2. Leading the board, ensuring governors are motivated and work as a team.
3. Work closely with the Headteacher and Senior Leadership Team, acting as a 'critical friend'.
4. Attend six sub-committees meetings that take place during the school day, lasting approximately 2 hours.

5. Conducting termly visits to the school and reporting back to the board on the findings of the visits. (Visits are held during school hours)
6. Reviewing reports and policies in preparation for meetings.
7. Attending at least one training course per year and ideally more (both virtual and in-person training are available and are usually in the evening)
8. Attending occasional events at the school (fairs, assemblies, etc)

If you are interested in applying or simply would like to hear more about the role, please email governors@orleans.richmond.sch.uk.