**1 EXPECTATION OF ALL GOVERNORS**

**Meetings**

• Attend meetings of the GB 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 GB’s operation as an effective team by establishing and maintaining good working relationships with other governors and with staff

• Recognise the power of the GB body is vested in the group and that no governor has individual authority unless it is delegated by the GB

• Recognise the respective roles of the GB and the Headteacher and staff (the GB is a strategic body; the operational management of the school is the responsibility of the Headteacher)

• Recognise that governors are equal members of the GB and accept collective responsibility. Speak or act on behalf of the GB by putting the school’s best interests first

• Accept a fair share of the GB’s work, including through active committee membership

**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**

• For school matters, put responsibilities as a governor before personal interests

• Ensure any business or pecuniary interests are declared as required and withdraw from meetings as appropriate

**Other**

• 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 GB, and follow procedures agreed by the GB 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 Local Authority and Dioceses

**2 CHAIR OF GOVERNORS**

Role and responsibilities in addition to those listed for ALL GOVERNORS

**General**

• Ensure the effective organisation of the GB

• Maintain a focus on the predominantly strategic role of the GB and establish a clear understanding of the different roles of governors and staff in the school

• Ensure that all governors are clear about their roles through a clear description of their key tasks

• Encourage and develop the GB’s role as critical friend

• Build a team by recognising and using people’s strengths: delegate effectively, clarify objectives and use the whole GB

**Meetings**

• Work closely with the Headteacher and Clerk to plan effective GB meetings, ensuring relevant and realistic agendas

• Plan the year’s cycle of meetings and a timetable for action and reports with the Clerk’s assistance

• Chair GB meetings effectively and efficiently: ensure meetings start and end on time, that agenda items are properly introduced, and that people are encouraged to contribute

• Ensure all decisions taken at meetings are understood and minuted and that the necessary action is taken

• Ensure, supported by the Clerk, that the GB’s meetings and affairs are conducted in accordance with the law

• Ensure, with the Clerk, that governors receive relevant information and materials well in advance of meetings

• Emphasise that all governors must accept collective responsibility for decisions taken at governors’ meetings

• Use committees and smaller groups to meet statutory requirements, develop new ideas and agree plans of action

**Other**

• Encourage commitment, loyalty and high standards of behaviour by governors through personal example and the development of clear, written expectations in a Code of Conduct

• Take the lead in managing the GB’s accountability to parents

• Act on behalf of the GB in emergencies and report any urgent action taken on behalf of the GB, ensuring it is fully explained and supported

• Co-ordinate the GB’s response to new legislation and emerging priorities

**Planning**

• Work with the GB to provide strategic direction: implement, plan and monitor progress

• Co-ordinate the formulation of an annual GB development plan in sympathy with the school development plan and ensure that all governors have an opportunity to contribute to school development and target setting

• Work with the Headteacher and governors on effective school policies

• Take the lead in co-ordinating the work of the governing body in relation to Ofsted inspection

• Ensure that the processes of governor recruitment, induction and development are effective through liaison with the PCC and Diocese (Foundation Governors), school (Parent Governors) and Local Authority (LA Governor)

• Ensure the Governors Virtual Office (GVO) is kept up to date with relevant information

• Represent the GB on behalf of the school as part of the West Dorset Schools Collaboration and possible future academisation.

**Supporting**

• Be seen regularly in the school and attend school functions

• Develop and **m**aintain effective teamwork by the GB

• Be accessible to governors, staff and parents and keep in touch with governors between meetings

• Keep the GB up to date with news and developments through a weekly report

• Develop working relationships with all governors, including particularly the Vice Chair and chairs of committees, and ensure that individual governors’ strengths are known and used and their efforts recognised

• Ensure that the efforts of staff are recognised by the GB

• Develop an honest, open and supportive partnership with the Headteacher, making time to listen to concerns and give constructive advice

• Develop working relationships with the Diocese, the Local Authority and other key partners

• Work in close partnership with the Clerk to manage the work of the GB effectively

• Create opportunities for informal gatherings of governors and staff

• Meet governors of other local schools from time to time

• Discourage cliques and in-groups in the GB

• Be ready to admit failure and accept more than a fair share of blame

• Be ready to take on the jobs no-one else will do