



Highwood Primary School Job description: Parent Governor



Summary

To contribute to the work of Highwood Primary School Governing Body in raising standards of achievement for all pupils which involves providing a strategic view for the school, acting as a critical friend and ensuring accountability.

Governors should, at all times, work in accordance with the Highwood Primary School Governors' Code of Practice.

The role of parent governor is a uniquely challenging position on the governing body. Parent governors have to work in the best interests of the school and balance this with their natural desire to see the best outcomes for their own child(ren).

Reporting Arrangements

There are no formal reporting arrangements, however, the individual governor has a responsibility, working alongside other members of the governing body, to the staff and pupils of the school and the school's wider community.

Key Roles

- appointment of staff and ensuring the implementation of a range of personnel procedures
- management of the budget
- determining aims, policies and priorities of the school
- monitoring and evaluating the work of the school
- setting statutory and non-statutory targets
- securing high levels of attendance and good standards of pupil behaviour
- ensuring that all children at the school have access to a broad and balanced curriculum
- ensuring the health and safety of pupils and staff
- providing support and challenge to the leadership team

Key expectations

The availability to volunteer approximately 20 hours each term

Regular attendance at Governing Body and Committee Meetings

Regular visits to the school, particularly to carry out actions related to particular responsibilities e.g. safeguarding audit, health and safety audit

To undertake training and development (at least 3 sessions per year)

To maintain confidentiality

Skills

- ability to work as a member of a team
- ability to attend meetings (governing body, committees and working groups)
- ability to speak, act and vote in the best interests of the school as one perceives them
- ability to represent the perspectives of stakeholders, where appropriate
- ability to respect all governing body decisions and to support them in public
- ability to act within the framework of the policies of the governing body and legal requirements
- ability to commit to training and development opportunities

It is important to note that the role of parent governor does not involve:

- gathering the views of other parents to take to the governing body
- attempting to handle parent complaints or raise complaints/issues concerning their own child or children of their friends
- communicating with parents or acting alone, on behalf of the governing body, without prior collective agreement