

Local Governing Committee Member Role Description FINAL 4.0 (Feb 2024)

Overview:

Local governors are members of a school's Local Governing Committee, which carries out some aspects of the core governance purposes on behalf of the trust's Board of Directors. They recognise and support the individual ethos of each of our schools including the religious character of our Church of England schools.

Role:

To contribute to the three core governance purposes:

1. **Strategic leadership:** Within the trust's overarching vision, values and strategy, to work with school leaders to develop the school's vision and ethos for high quality and inclusive education (including preserving and developing its religious character in Church of England schools where relevant), foster its culture and champion its strategic priorities.
2. **Accountability and assurance:** To understand how the school is performing based on different sources of information and feedback, and support and challenge school leaders. To oversee the impact of specific funding streams and staff appraisal and development.
3. **Engagement:** To listen to and report to the school's stakeholders: pupils, parents, staff, and the wider community. To act as an ambassador for the trust and its schools.

As required:

4. To serve on an ad hoc committee e.g. to make decisions about admissions, review pupil exclusions, appoint the headteacher/deputy headteacher, hear an appeal or complaint.
5. To act as a link governor for a specific theme e.g. careers, health and safety, safeguarding, SEND (supplementary role descriptions are provided).
6. To participate in any working groups.

Expectations:

In order to perform this role well, all local governing committee members are expected to:

- get to know the school well and gain a good understanding of its strengths and areas for development
- visit the school regularly during school hours (usually once each term) to talk to school leaders, staff and pupils and write a short report to share findings with the Local Governing Committee
- take part in induction/regular training events and an annual 1:1 conversation with the LGC Chair or Vice Chair
- attend meetings (which are held after school hours) and contribute to discussions, having read the papers before the meeting
- you may attend meetings virtually, but requests must be made at least 48 hours in advance of the meeting to ensure correct IT equipment can be supplied
- if you are unable to attend meetings, apologies must be submitted as soon as possible and always in advance of the meeting to the Clerk and Chair with a brief reason
- declare conflicts of interest where appropriate

- be responsive to contact from other committee members and the clerk between meetings
- behave in a professional manner in accordance with the trust's Code of Conduct and complete annual checks/declarations
- carry out their role in accordance with the trust's values:
 - Aspirational - We aim high for ourselves and others
 - Collaborative - We are best when we work together as one trust
 - Inclusive - We welcome and value every individual and foster a sense of belonging
 - Innovative - We are creative and forward thinking in our work
 - Responsible - We act professionally and ethically in the best interests of the trust community.
- You may also claim for expenses if they are directly related to you carrying out a governance duty e.g. childcare in the circumstance that non-attendance at a meeting would be the alternative

Local Governing Committee Member Person Description – Church of England School (Nov 2023)

The members of the school’s Local Governing Committee (LGC) work together as a team and between them contribute a range of skills, experience and personal attributes.

There are core skills, experience and personal attributes that all LGC members should have, or be able to develop quickly through our induction programme:

Core skills and personal attributes	
Commitment to education	<ul style="list-style-type: none"> • Personal commitment to helping our schools continue to improve and our pupils to get the best education possible. • Willing to preserve and develop the school’s religious character as a Church of England school.
Insight	Experience of living in, working in/with or connection with the community that the school serves, or a strong interest in developing this insight.
Aligned to trust’s values	<ul style="list-style-type: none"> • Aspirational: supports and challenges others so they can do their best. • Collaborative: works well together with others. • Inclusive: values everyone’s contribution. • Innovative: seeks insight and opportunities to learn and embraces new ideas. • Responsible: takes responsibility to carry out the role of LGC member
Personal attributes	<ul style="list-style-type: none"> • Able to see the big picture and think strategically. • Has independent judgment. • Operates with openness and integrity solely in the public interest. • Drives for continuous improvement. • Understands the importance of building strong working relationships within the LGC and with the Headteacher and senior leaders, staff, parents/carers, pupils, trust leaders/board, the local community and employers.
Availability	Able to attend Local Governing Committee meetings and training which are typically held late afternoon/early evening on weekdays during term-time (these are usually face-to-face but attending virtually is possible on some occasions – equipment and training can be made available). Able to visit the school approximately once per term during school hours.