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JOB DESCRIPTION

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| **School Name:** | Parkwood Hall Co-operative Academy (PWH) |
| **Job Title:** | Community Governor |
| **Reports To:** | Chair of Governors |
| Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all ‘grow, learn and flourish.’  Parkwood Hall, which is a stand-alone Co-operative academy, aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student’s resilience and ability to make informed life choices. | |
| **Job purpose**: The school now seeks a Governor with extensive experience and a successful track record in finance to join the Board of Governors as a member of the Finance and General Purposes Committee (FGP) in particular.  The new Governor will contribute his or her professional, specialist and general management skills to the Governing Body (and through its committees) in a non-executive role. A Governor is required to be as flexible as possible in the conduct of his or her responsibilities and duties, ensuring that the balance of oversight of the school and its business is seen as a positive contribution that does not interfere with the day-to-day management of the school. | |
| **Collectively, with other Governors, a Governor has the following responsibilities:**  **Key Duties and Responsibilities:**  PWH is committed to safeguarding and promoting the welfare of children and expects all staff, Governors and volunteers to share in this commitment.  **Strategic Responsibility:**  •Set a clear vision, ethos, and strategic plan for PWH that is ambitious but realistic.  •Ensure that the necessary structures are in place to deliver the vision as part of the strategic management of the school, looking outward, scanning the environment, and adapting to change and ensuring any resultant strategies are communicated effectively to staff.  •Ensure the Principal’s annual and longer-term objectives and targets support PWH’s vision, mission, and strategic priorities.  •Consider the views of parents and other key stakeholders on the performance of the school.  •Regularly review PWH’s strategic plan and priorities.  **Performance Responsibility:**  •Hold the Senior Leadership Team (SLT) to account by monitoring the school’s performance.  •Ensure that the fundamental values and guiding principles of PWH are articulated, reflected, and understood throughout the school.  •Ensure the educational performance of PWH and its pupils is of the highest standard that is possible and that such performance is continuously improving.  •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 PWH 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 reports from the SLT on progress towards agreed strategic priorities and hold the Principal to account for the management and administration of the school.  •Ask challenging questions of the SLT and other staff members as appropriate.  •Ensure that, as with all staff, the SLT receives regular, constructive feedback on their performance in managing PWH and in meeting their annual and longer-term targets and objectives.  •Ensure that the responsibilities delegated to the SLT are clearly expressed and understood in their job description and in line with the Scheme of Delegation.  •Ensure that there are mechanisms for pupils, parents, staff, volunteers, wider stakeholders and other individuals, groups, or organisations to bring to the attention of the Governors any activity that threatens the probity of PWH.  **Compliance Responsibility:**  •Be aware of, and ensure, that PWH and its representatives comply with all legal, regulatory, and statutory requirements, and supporting guidance and that the school submits all associated mandatory returns and reports.  •Comply with PWH’s duties in relation to the safeguarding of PWH’s pupils and the school’s wider community.  •Ensure that PWH reports serious incidents to the Charity Commission.  •Maintain familiarity with PWH’s Articles and Funding Agreement and the latest edition of the Academies Trust Handbook (together with any other relevant statutes, regulations and guidance) ensuring that the school complies with the requirements of these documents.  •In accordance with PWH’s Scheme of Delegation, agree the appropriate levels of delegated authority, ensure that these are recorded in writing by means of minutes, terms of reference for Committees of the Board, job descriptions etc. and ensure that clear written reporting procedures are established and complied with.  •Follow PWH’s Code of Conduct.  **Responsibility to Safeguard the Assets**  • Act as a guardian of the school’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application and ensure that adequate internal controls are in place and are observed.  • Protect and manage the buildings and other property of the school.  • Ensure the organisation has a clear budget and cash flow forecast for at least the next three years to ensure PWH remains a going concern.  • Monitor the risk policy and register which identifies and manages risks and ensuring that any major risks to PWH are reviewed annually and that systems have been established to mitigate or minimise these risks.  •Ensure PWH applies its resources exclusively in pursuance of its trust (and charitable) objects, allocating them in line with the school’s strategic priorities.  • Ensure that PWH has a sound financial strategy, gets good value for money and has robust procurement and financial systems in place from time to time.  •Exercise effective overall control of PWH’s financial affairs, ensuring that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.  •Be accountable for the solvency and continuing effectiveness and management of the school and of all its assets.  •Ensure the proper investment of PWH’s funds within the constraints of the law and any ethical and other investment policies laid down by the Board and HM Government.  •Act reasonably, prudently, and collectively in all matters relating to PWH and always to act in its best interests.  •Ensure that PWH’s good name, reputation, ethos, and other intangible assets are properly valued, utilised and safeguarded.  **Governance Responsibility with Financial Specialism**  •Become a member of the FGP (as well as being a Governor of the school) and act as such in accordance with the FGP’s Terms of Reference (and possibly become a member of the Audit and Risk Committee).  •Overseeing the management of the financial and physical resources of PWH.  • Contributing to the regular monitoring of the financial health of the school.  •Ensure that PWH’s governance is of the highest possible standard.  •Ensure that PWH has an appropriate governance structure in place.  •Ensure that Board has the skills required to govern PWH 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 performance of the Board and its Committees and of individual Governors’.  •Establish, review, amend and approve such key Board and organisational policies as may from time to time be required.  **General Duties**  •Ensure that PWH complies with legislative and regulatory requirements, and acts within the confines of its governing documents and all other relevant statutes, regulations and guidance.  • Act in the best interest of the school, the current and future beneficiaries of the Academy trust at all times.  •Promote and develop PWH in order for it to grow and maintain its relevance to the community in accordance with Co-operative values.  •Maintain sound financial management of the school’s resources, ensuring expenditure is in line with its budgets, objectives, and investment activities meet accepted standard and policies.  •Assist in the interview, appointment and oversight of the work and activities of the SLT, providing support and challenge as appropriate.  •Ensure the effective and efficient administration of PWH and its resources, striving for best practice in good governance.  •Maintain absolute confidentiality about all sensitive/confidential information received in the course of Governors’ responsibilities to the school especially as these relate to Governors, staff, parents and pupils and ensuring compliance with the conflict of interest policy.  •Know the overall responsibilities of the Board and its Committees and ensure that these are fully carried out.  •Contribute expertise to the discussions of the Board and its Committees. | |
| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access for any applicant who may suffer from a disability now or in the future.  This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the requirements of your appointment which are commensurate with the role of a Governor.  Signatures:  Governor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Principal/Chair of Governors  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |