

## **RATCLIFFE COLLEGE**

### **JOB DESCRIPTION FOR A GOVERNOR (Annex A)**

Collectively, with other members of the Governing Body, a governor has the following responsibilities:

#### **1. Main Responsibilities**

- Determine the overall direction and development of the School through good governance and clear strategic planning.
- Ensure that the School and its representatives function within the legal and regulatory framework of the sector and in line with the School's governing document, continually striving for best practice in governance.
- Uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the School.

#### **2. Main Duties**

- Ensure the School complies with legislative and regulatory requirements, and acts within the confines of its governing document.
- Act in the best interest of the School, beneficiaries and future beneficiaries at all times, pursuing only the delivery of the charitable objects.
- Promote and develop the School in order for it to grow and maintain its relevance in society.
- Maintain sound financial management of the School's resources, ensuring expenditure is in line with its objectives, and investment activities meet accepted standard and policies.
- Interview, appoint and oversee the work and activities of the senior staff, providing support and challenge as appropriate.
- Ensure the effective and efficient administration of the School and its resources, striving for best practice in good governance.
- If required, act as a counter signatory where a cheque, application for funds, contract, agreement or other specified document is outside the powers delegated to senior staff.
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of governors' responsibilities to the School, and ensuring compliance with the conflict of interest policy.

- Know and support the aims of the School and its mission statement and oversee their achievement.
- Know the overall tasks of the Governing Body and ensure that these are fully carried out.
- Contribute expertise to the discussions of the Governing Body and, if possible, at least one committee.
- Respect the confidentiality of the Governing Body and all information about the School's staff, parents and students.

### **3. Commitment Expected from a Governor**

The degree of commitment required of a governor to achieve the job description is to:

- Attend as many meetings and events as possible.
- Be prepared to put in sufficient time to visit the School periodically during working hours and to study relevant background and current papers.
- Attend training courses.

### **4. Accountability**

As the Board is responsible and liable for the governance and functioning of the School, it is accountable in varying degrees to a variety of stakeholders, including: parents, students, the Charity Commission and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties.