

Parent Governor Role Description

Main responsibilities

- Attend all full governing board meetings and relevant committee meetings promptly, regularly and for the full duration.
- Prepare for meetings by reading all relevant paperwork and considering queries, feedback and potential issues to raise during the meeting.
- Read relevant briefings and newsletters.
- Support and stand by the decisions made by the governing board.
- Respect and adhere to the confidentiality of governing board affairs.
- Develop an in-depth understanding of effective governance as well as school policies and procedures.
- Comply with all of the school's and governing board's policies and procedures, and promote compliance with these to the wider school community.
- Represent the school in a positive and approachable manner.

Contributing to effective governance

- Establish and maintain good working relationships with other governors and work effectively as part of a governance team.
- Have a strong commitment to the school and its pupils, working in a way that reflects the vision and ethos of the school.
- Prioritise the effective operation of the governing board and the interests of the school over personal interests and the interests of other parents.
- Play a role in the board's overarching responsibility to set aims and objectives for the school, set policies and targets for achieving these aims and objectives, and monitor and evaluate the school's progress.
- Support and defend board decisions, regardless of individual voting preferences, after the full governing board has approved a decision.
- Remain objective and impartial towards school issues, and where being a parent and a governor leads to a conflict of interest for certain issues, report this to the chair of governors.
- Act within the framework of the board's code of conduct, policies and requirements.

Representing parents

- Be clear with other parents about the nature of the role, observing confidentiality and maintaining loyalty to, and cohesion with, the board at all times.
- Facilitate and support effective communication between the governing board and the parent body.
- Listen to and understand parents' concerns impartially to gain a wider conception of the issues parents in the school community are facing.

- Guide parents to the appropriate channels and procedures, e.g. for processing complaints.
- Establish productive links with parent associations, where applicable.
- Ensure that the board maintains effective and appropriate accountability to parents.
- Contribute to governing board meetings in a way that effectively represents personal views, the interests of parents, and the interests of the wider community.

School improvement

- Develop an understanding of how the school works, its strengths, and areas for its improvement.
- Contribute to strategic discussions and the setting of clear and ambitious targets for school improvement.
- Contribute to the development and implementation of the governor monitoring plan, and carry out any monitoring activities assigned.
- Attend school events and functions where appropriate.
- Ensure school improvement and achieving the best possible outcomes for all pupils is the focus of all policy and strategic decision-making.
- Contribute to the board's oversight of the financial performance of the school and ensure money is well spent.
- Work in partnership with the headteacher, SLT and other governors to improve educational outcomes for pupils.
- Apply personal and professional knowledge and skills to the objective of raising school standards.
- Accountability
- Understand the broader responsibilities of a governor and promote accountability for the actions of the board.
- With the board as a whole, hold the headteacher and SLT to account for the educational performance of the school and its pupils, and for the performance management of staff.
- Provide accurate and considered feedback to the board, headteacher and SLT as required, based on knowledge and experience.
- Ensure familiarity with, and understanding of, the headteacher's role and responsibilities with regards to the day-to-day leadership and management of the school.
- Ensure familiarity with the national standards for headteachers to appreciate the challenges and expectations associated with the role.
- Act as a 'critical friend' to the headteacher, offering challenge, support, advice and encouragement, as required, whilst maintaining a professional relationship.

Communication and confidentiality

- Contribute towards a culture of open and honest dialogue, ensuring that this is welcomed by all.
- Ensure that effective communication is maintained with other members of the board.
- Ensure that parents are kept up-to-date with matters that affect them without breaching confidentiality.
- Maintain discretion regarding governing board affairs and do not discuss governance matters with anyone who is not a governor.

Professional development and self-evaluation

- Invest time in personal and professional development, including by attending relevant governance training.
- Attend CPD events, briefings or conferences with the headteacher and senior leaders, where possible, demonstrating collaborative commitment and leadership.
- Contribute towards a positive culture and effective processes in relation to self-evaluation.
- Identify any gaps in knowledge, skills and experience and take responsibility for personal learning and development, including by attending school-organised training.
- Contribute towards periodic reviews of the board's effectiveness, measured against the Ofsted criteria for effective governance and the DfE's competency framework for governance.
- Actively invite feedback on your performance, making necessary adjustments to benefit the school.