

Appendix 3

Vice Chair of Governors

Governor Strategic Leadership

- Support the Chair in developing a shared vision and sense of purpose between the Head teacher and LGB.
- Support the Chair in ensuring the vision and culture of the LGB and Head teacher aligns to the mission, vision and values of Flying High.
- Deputise for the Chair of Governors, where required.
- Champion the needs of the community ensuring that the school develops in line with the needs of the community.
- Develop a deep understanding of the financial position of the school, and ensure all decisions align to financial sustainability of the school.
- Contribute to safeguarding all children, recognising personal responsibility for vigilance at all times.
- Engage in appropriate monitoring activity to develop a deep understanding of the experience of children across the school.
- Ensuring equity and transparency in key decisions taken by the school leadership team.
- Contribute to a positive LGB, balancing and valuing support and challenge responsibilities.
- Monitor the wellness of the Head teacher and Senior Leaders.
- Where appropriate represent the views of staff, families and wider stakeholders to support decision making.
- Where required, represent the governing board in its dealings with external partners and be an advocate for the school and Trust.
- Embrace being a part of the life of the school, attending key events and activities, e.g. sports days, graduations; as appropriate and encourage other governors to do so.

Governing body business

- Deputise for the Chair of Governors where required.
- Positively contribute to meetings, ensuring clear decisions are reached, in line with the priorities, finances and needs of the school.
- Accept collective responsibility for all decisions made by the local governing body or its delegated agents.
- Support senior leaders to implement decisions taken.
- Consistently adhere to the governor code of conduct.

- Where required participate in recruitment activity for Head teacher and Senior Leaders.
- Where required support the LGB in responding to complaints made to the governing board under the Flying High complaints procedure.
- Where required support the LGB in responding to whistle blowing and grievances, in line with Flying High procedures.
- Engage in feedback and an annual review process to ensure that the LGB has the skills and capacity to support the school.

Link responsibilities

- Fulfill link responsibilities in line with skills, experience and the needs of the governing body.
- Fulfill appropriate monitoring activity and feedback to the LGB, enabling informed decision making.

Person specification

All governors should demonstrate they will act and behave in a manner compatible with the **Seven Principles of Public Life** – namely:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

In addition demonstrate the following skills and attributes:

- Commitment to the school.
- Commitment to the mission, vision and values of Flying High.
- Skills and experience that alligns to the key responsibilities of the LGB; this to include but not limited to safeguarding, finance, HR, marketing and communications and education.
- Ability to maintain confidentiality at all times.
- Personal integrity.
- Good understanding of the environment in which the school is operating.
- Strong relationship-building and communication skills.
- Ability to form a strong and trusting relationship with the Head teacher and Senior Leaders.

- A commitment to supporting the wellness of the Head teacher and Senior Leaders.
- Negotiation and diplomacy skills with the ability to have courageous conversations.
- Ability to think strategically and objectively.
- Capacity to process information quickly and understand relevant data, drawing valid conclusions with a considered approach to risk.

Appendix 4

Parent Governor

Family voice

- Form strong relationships with families across the school community.
- Support the Head teacher to complete consultation activity, gathering the views of families to feedback to the LGB, support decision making.
- Always remain neutral, when representing the voice of families.
- Demonstrate respect and always maintain confidentiality.

Governor Strategic leadership

- Contribute to a shared vision and sense of purpose between the Head teacher and LGB.
- Develop a deep understanding of the mission, vision and values of Flying High.
- Champion the needs of the community ensuring that the school develops in line with the needs of the community.
- Develop a deep understanding of the financial position of the school, and ensure all decisions align to the financial sustainability of the school.
- Contribute to safeguarding all children, recognising personal responsibility for vigilance at all times.
- Engage in appropriate monitoring activity to develop a deep understanding of the the experience of children across the school.
- Contribute to ensuring equity and transparency in key decisions taken by the school leadership team.
- Contribute to a positive LGB culture, balancing and valuing support and challenge responsibilities.
- Embrace being a part of the life of the school, attending key events and activities, e.g. sports days, graduations; as appropriate and encourage other governors to do so.

Governing body business

- Positively contribute to meetings, ensuring clear decisions are reached, in line with the priorities, finances and needs of the school.
- Accept collective responsibility for all decisions made by the local governing body.
- Consistently adhere to the governor code of conduct.
- Where required participate in recruitment activity for Head teacher and Senior Leaders.
- Where required support the LGB in responding to complaints made to the governing board under the Flying High complaints procedure.

- Where required support the LGB in responding to whistle blowing and grievances, in line with Flying High procedures.
- Engage in feedback and an annual review process to ensure that the LGB has the skills and capacity to support the school.

Link responsibilities

- Fulfil link responsibilities in line with skills, experience and the needs of the governing body.
- Fulfil appropriate monitoring activity and feedback to the LGB, enabling informed decision making.

Person specification

All governors should demonstrate they will act and behave in a manner compatible with the **Seven Principles of Public Life** – namely:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

In addition demonstrate the following skills and attributes:

- Commitment to the school.
- Commitment to the mission, vision and values of Flying High.
- Skills and experience that align to the key responsibilities of the LGB; this to include but not limited to safeguarding, finance, HR, marketing and communications and education.
- Ability to maintain confidentiality at all times.
- Personal integrity.
- Good understanding of the community in which the school is operating.
- Strong relationship-building and communication skills.
- Ability to form a strong and trusting relationship with the Head teacher and Senior Leaders.
- A commitment to supporting the wellness of the Head teacher and Senior Leaders.
- Negotiation and diplomacy skills with the ability to have courageous conversations.
- Ability to think strategically and objectively.

- Capacity to process information quickly and understand relevant data, drawing valid conclusions with a considered approach to risk.

Appendix 5

Staff Governor

Representing staff

- Form strong relationships with all staff across the school community.
- Ensure staff are aware of your role on the LGB.
- Engage in consultation activity, gathering the views of staff to feedback to the LGB, to support decision making.
- Always remain neutral, when representing the voice of staff.
- Consider the wellness of staff, when contributing to LGB decision making.
- Demonstrate respect and always maintain confidentiality.

Governor Strategic leadership

- Contribute to a shared vision and sense of purpose between the Head teacher and LGB.
- Develop a deep understanding of the mission, vision and values of Flying High.
- Champion the needs of the community ensuring that the school develops in line with the needs of the community.
- Develop a deep understanding of the financial position of the school, and ensure all decisions align to financial sustainability of the school.
- Contribute to safeguarding all children, recognising personal responsibility for vigilance at all times.
- Engage in appropriate monitoring activity to develop a deep understanding of the the experience of children across the school.
- Contribute to ensuring equity and transparency in key decisions taken by the school leadership team.
- Contribute to a positive LGB culture of the LGB, balancing and valuing the support and challenge responsibilities.

Governing body business

- Positively contribute to meetings, ensuring clear decisions are reached, in line with the priorities, finances and needs of the school.
- Accept collective responsibility for all decisions made by the local governing body.
- Consistently adhere to the governor code of conduct.
- Where required participate in recruitment activity for Head teacher and Senior Leaders.
- Where appropriate support the LGB in responding to complaints made to the governing board under the Flying High complaints procedure.

- Where appropriate support the LGB in responding to whistle blowing and grievances, in line with Flying High procedures.
- Engage in feedback and an annual review process to ensure that the LGB has the skills and capacity to support the school.

Person specification

All governors should demonstrate they will act and behave in a manner compatible with the **Seven Principles of Public Life** – namely:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

In addition demonstrate the following skills and attributes:

- Commitment to the school.
- Commitment to the mission, vision and values of Flying High.
- Personal integrity.
- Ability to maintain confidentiality at all times.
- Good understanding of the community in which the school is operating.
- Strong relationship-building and communication skills.
- Ability to form a strong and trusting relationship with the Head teacher and Senior Leaders.
- A commitment to supporting the wellness of the Head teacher and Senior Leaders.
- Negotiation and diplomacy skills with the ability to have courageous conversations.
- Ability to think strategically and objectively.
- Capacity to process information quickly and understand relevant data, drawing valid conclusions with a considered approach to risk.

Appendix 6

Appointed Governor

Governor Strategic leadership

- Contribute to a shared vision and sense of purpose between the Head teacher and LGB.
- Develop a deep understanding of the mission, vision and values of Flying High.
- Champion the needs of the community ensuring that the school develops in line with the needs of the community.
- Develop a deep understanding of the financial position of the school, and ensure all decisions align to financial sustainability of the school.
- Contribute to safeguarding all children, recognising personal responsibility for vigilance at all times.
- Engage in appropriate monitoring activity to develop a deep understanding of the the experience of children across the school.
- Contribute to ensuring equity and transparency in key decisions taken by the school leadership team.
- Contribute to a positive LGB culture, balancing and valuing support and challenge responsibilities.

Governing body business

- Positively contribute to meetings, ensuring clear decisions are reached, in line with the priorities.
- Accept collective responsibility for all decisions made by the local governing body.
- Consistently adhere to the governor code of conduct.
- Where appropriate support the LGB in responding to complaints made to the governing board under the Flying High complaints procedure.
- Where appropriate support the LGB in responding to whistle blowing and grievances, in line with Flying High procedures.
- Engage in feedback and an annual review process to ensure that the LGB has the skills and capacity to support the school.

Person specification

All governors should demonstrate they will act and behave in a manner compatible with the **Seven Principles of Public Life** – namely:

- Selflessness
- Integrity

- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

In addition demonstrate the following skills and attributes:

- Commitment to the school.
- Commitment to the mission, vision and values of Flying High.
- Personal integrity.
- Ability to maintain confidentiality at all times.
- Good understanding of the community in which the school is operating.
- Strong relationship-building and communication skills.
- Ability to form a strong and trusting relationship with the Head teacher and Senior Leaders.
- A commitment to supporting the wellness of the Head teacher and Senior Leaders.
- Negotiation and diplomacy skills with the ability to have courageous conversations.
- Ability to think strategically and objectively.
- Capacity to process information quickly and understand relevant data, drawing valid conclusions with a considered approach to risk.

Appendix 7

Flying High Clerk to Governors Role Descriptor

To enable consistency of service for all schools, Flying High wishes to support schools and clerks in developing a clear meeting structure and a model agenda. Schools and Local Governing Bodies (LGB) should agree the format of meetings and align clerking to meet this pattern of meetings. Meeting patterns and structures are detailed in the Governor Handbook ([hyperlink below](#)).

Key documents to review alongside this clerking role descriptor:

- Flying High Scheme of Delegation
- Governor Handbook

Main purpose of role is to:

Provide advice and guidance to the governing board on governance, constitutional and procedural matters as determined in the Flying High Scheme of Delegation.

A professional clerk will contribute towards the efficient functioning of the LGB by providing:

- administrative and organisational support;
- guidance to ensure that the LGB works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for noncompliance; and
- advice on procedural matters relating to the operation of the LGB.

Main responsibilities and tasks

The clerk to the LGB will:

1. Provide advice to the governing board

- Attend a termly briefing led by members of the Flying High Central Team to talk through the model agenda to ensure clarity of purpose and expectation.
- Support the Chair of Governors and Headteacher in agreeing the model agenda (where items are relevant/not relevant to the school) and agree timings to ensure a focused meeting with appropriate time for each agenda item.
- Advise the LGB on its core functions and Department for Education governance advice, in conjunction with the Flying High Scheme of Delegation and Governor Handbook.
- Advise the LGB on governance legislation and procedural matters where necessary before, during and after meetings.

- Know where to access appropriate advice, support and guidance, and as appropriate, escalate to the relevant member(s) of the Flying High Central Team.
- Ensure any changes to the Flying High Scheme of Delegation, Terms of Reference or Governor Handbook are put into practice in the administration of LGB meetings.
- Advise the LGB on the regulatory framework for governance (Maintained School Regulations/Academies, Company Law, Charity Law, Scheme of Delegation, Terms of Reference, Articles of Association and Funding Agreement).
- Ensure that statutory policies are in place, and that staff revise these when necessary in line with delegated policies, noting where policies are issued centrally and governors need to be aware rather than formally approve.
- Advise on the annual calendar of LGB meetings and tasks.
- Send new governors induction materials and ensure they have access to appropriate documents, including Scheme of Delegation and Governor Handbook.
- Contribute to the induction of governors taking on new roles, in particular Chair of Governors
- Identify priorities, anticipates issues which may arise and draw these matters to the Chair's attention and propose recommendations.

2. Effective administration of meetings

- Managing communications and documentation through Governor Hub
- With the Chair and Headteacher, prepare a focused agenda for the LGB meeting using the Flying High model agenda to identify focus and timings.
- Liaise with those preparing papers to make sure they are available on time, and distribute the agenda and papers as required.
- Ensure meetings are quorate.
- Record the attendance of governors at meetings (and any apologies – whether they have been accepted or not), and take appropriate action in relation to absences, including advising absent governors of the date of the next meeting.
- Draft minutes of governance meetings, indicating who is responsible for any agreed action with timescales, and send drafts to the Chair and Head teacher.
- Circulate the reviewed draft to all governors.
- Follow-up any agreed action points with those responsible and inform the chair of progress.

3. Membership

- Advise governors and appointing bodies in advance of the expiry of a governor's term of office and the impact of this on the board's capacity and skills coverage.
- Establish, in discussion with the LGB, open and transparent vacancy filling processes and procedures for election and appointment so elections or appointments can be organised in a timely manner.
- Chair the part of the meeting at which the Chair is elected, giving procedural advice concerning conduct of this and other elections.
- Collate and maintain information about governors such as any pecuniary interests and where required publish this information on the school's website.
- Ensure Disclosure and Barring (DBS) has been carried out for governors.
- Maintain a record of training undertaken by members of the governing board.
- Maintain governor meeting attendance records and advise the Chair of potential disqualification through lack of attendance, ensuring attendance is published on the school website.

4. Manage Information

- Maintain up to date records of the names, addresses and category of LGB members and their term of office, and inform the LGB and Flying High Trust.
- Maintain copies of current terms of reference and membership of any working parties.
- Maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings.
- Maintain records of LGB correspondence.
- Ensure copies of statutory policies and other school documents approved by the governing board are kept in the school and published as agreed, for example, on the website.

5. People and relationships

- Work in accordance with the vision and values of the Flying High Partnership.
- Develop and maintain effective professional working relationships with the Chair, the LGB, central team members and school leaders.
- Contribute to the coordination of effective learning and development opportunities for those involved in governance, including induction, and continuing professional development.

6. Personal Development

- Undertake appropriate and regular training to maintain knowledge and improve practice.
- Keep up to date with current educational developments and legislation affecting school governance – ensuring clerking is in line with academy governance and Flying High governance expectations.
- Participate in regular performance management.

7. Additional services

The clerk may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the LGB is required to convene: if the clerk is not contracted to set up and clerk these panels, the LGB will have to make an alternative arrangement, supported by the Flying High Central Team.
- Assist with the elections of parent and staff governors.
- Maintain a file of relevant Department for Education (DfE) and Flying High governance documentation.
- Maintain archive materials.
- Prepare briefing papers for the LGB as necessary.