



KEYS
ACADEMIES
TRUST

Governor (Academy Committee member) Role Description

The Keys Academies Trust is a multi-academy trust directly accountable to the Secretary of State for Education for its academies, through its Trust Board. The Trust Board has established an Academy Committee for each academy within the Trust, to which some responsibilities are delegated.

The Academy Committee should focus on its core purpose:

The primary role of the Academy Committee is to provide support and challenge to the Headteacher in ensuring high quality education provision for all learners. It does this through focusing on the four key areas of standards, safeguarding, special educational needs and stakeholders. To maximise the ability of the local governors to focus on these key areas, the Academy Committee is not required to set strategy, approve policies, or manage financial resources, staff performance and pay, risk, Health and Safety or many of the other areas traditionally associated with a maintained school governing body, as these issues are dealt with at Trust Board level.

As part of the Academy Committee, a governor is expected to:

1. Contribute to the strategic direction of the academy and Trust by contributing to discussions at Academy Committee meetings which consider:
 - How the academy will deliver the Trust's strategic priorities and targets via the Academy Improvement Plan;
 - Access of children, including those with special educational needs, to a broad and balanced curriculum;
 - The quality of teaching and learning;
 - The implementation of the Trust's policies;
 - The development of links with the local community;
 - The establishment of mechanisms to promote good community / parent / carer / family relations.
2. Hold the senior leaders to account by monitoring the academy's performance. This includes:
 - Reviewing the outcomes from the academy's self-evaluation and ensuring they are used to inform the priorities in the Academy Improvement Plan;
 - Monitoring and challenging implementation of statutory safeguarding obligations and priorities, including duties relating to looked after children.
 - Challenging the achievement of academic targets, ensuring all groups and individuals are making good or better progress with particular emphasis on target groups such as disadvantaged pupils, pupils with special educational needs or other groups whose learning is vulnerable.
 - Considering all relevant feedback provided by Trust leaders and external sources on all aspects of academy performance;
 - Asking challenging questions of academy leaders;

- Acting as a critical friend to academy leaders, being ready to challenge in relation to all aspects of the academy's performance, including academic achievement, quality of teaching, attendance, exclusions, complaints and behavioural issues;
- Ensuring senior leaders have developed the required academy-based policies and procedures, are implementing Trust policies and procedures and that the academy is operating effectively according to those policies;
- Acting as a link governor on a specific issue, such as Safeguarding, Special Educational Needs, Careers or an Academy Improvement Plan priority, making enquiries of the relevant staff, and reporting to the Academy Committee on progress;
- Listening to and reporting to the academy's stakeholders: pupils, parents, staff, and the wider community.

3. When required, serve on panels of governors to:

- Hear complaints;
- Consider pupil suspensions and exclusions.

The role of a governor is largely a thinking and questioning role, not a doing role. As such, a governor *does NOT*:

- Write academy policies.
- Undertake audits of any sort – whether financial or health and safety – even if the governor has the relevant professional experience.
- Spend much time with pupils – if you want to work directly with children, there are many other valuable voluntary roles within our academies.
- Fundraise.
- Undertake classroom observations to make judgments on the quality of teaching – the Academy Committee monitors the quality of teaching in the academy by reviewing data from senior leaders and from external sources.
- Perform the job of the academy staff.

Key skills and attributes:

In order to perform this role well, a governor should:

- Have an active interest in education;
- Be able to demonstrate integrity, objectivity, honesty and a willingness to act in the public interest;
- Have or be willing to develop the following skills / abilities: ability to work on own initiative, critical listening and questioning skills, analytical and problem-solving abilities.
- Have a commitment to raising standards, to promoting equality and diversity and to the ethos of the Trust;
- Have a willingness to get to know the academy, its needs, strengths and areas for development, including by visiting the academy occasionally during academy hours;
- Have a willingness to attend mandatory training modules, including induction and safeguarding, as well as training recommended in the Trust's Governor Development Pathway;
- Have a willingness to engage in annual self-review exercises including a skills audit, informal appraisal / one to one meeting with the Chair of Governors, 360 review of the Chair and

Committee self-evaluation;

- Attend meetings and read all the papers before the meeting;
- Act in the best interests of all the pupils of the academy;
- Behave in a professional manner, as set down in the Trust's Governor Code of Conduct, including acting in strict confidence.

Eligibility:

Qualifications and disqualifications to serve as a governor at a academy within the Keys Academies Trust (as stated in the academy Articles of Association)

- No person shall be qualified to be a governor unless he is aged 18 or over at the date of his election or appointment. No current pupil or current student of any of the Academies shall be a governor.
- A governor shall cease to hold office if he becomes incapable by reason of illness or injury of managing or administering his own affairs.
- A governor shall cease to hold office if he is absent without the permission of the local governing body from all their meetings held within a period of six months and the local governing body resolves that his office be vacated.
- A person shall be disqualified from holding or continuing to hold office as a governor if -
- he has been declared bankrupt and/or his estate has been seized from his possession for the benefit of his creditors and the declaration or seizure has not been discharged, annulled or reduced; or
- he is the subject of a bankruptcy restrictions order or an interim order.
- A person shall be disqualified from holding or continuing to hold office as a governor at any time when he is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).
- A governor shall cease to hold office if he ceases to be a company director by virtue of any provision in the Companies Act 2006, is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- A person shall be disqualified from holding or continuing to hold office as a governor if he has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which he was responsible or to which he was privy, or which he by his conduct contributed to or facilitated.
- A person shall be disqualified from holding or continuing to hold office as a governor where he has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.
- A person shall be disqualified from holding or continuing to hold office as a governor if he has not provided to the chairman of the Trustees by the date of the governor's appointment or as soon as practical thereafter a disclosure and barring certificate (previously known as a criminal records certificate) at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the chairman or the Chief Executive Officer confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the

Secretary of State shall be final.

- Where, by virtue of the Peterborough Keys Academies Trust Articles of Association, a person becomes disqualified from holding, or continuing to hold office as a governor; and he is, or is proposed, to become such a governor, he shall upon becoming so disqualified give written notice of that fact to the Clerk.
- Any governor who has or can have any direct or indirect duty or personal interest (including but not limited to any Personal Financial Interest) which conflicts or may conflict with his duties as a governor shall disclose that fact to the local governing body and Trustees as soon as he becomes aware of it. A governor must absent himself from any discussions of the local governing body in which it is possible that a conflict will arise between his duty to act solely in the interests of the Academy Trust and any duty or personal interest (including but not limited to any Personal Financial Interest).

Time commitment:

The average time commitment is around 8 hours per month. This includes meetings, background reading, academy visits and training.

Term of appointment:

Governors are appointed for a term of four years and are eligible for re-appointment for a second term. As a volunteer you can resign at any time if your circumstances change.

On appointment Governors are asked to familiarise themselves and to agree to comply with:

- This Role Description
- The Academy Committee Terms of Reference
- The Trust's Governor Code of Conduct
- The Trust's Governor Visits Policy
- The Academy's Safeguarding Policy and government guidance 'Keeping Children safe in Education'
- DfE Academy Trust Governance Guide.

Communications:

All governors are provided with a Trust email address which they will be required to use for all governance related communications. They will also be provided with access to the GovernorHub platform where all governance documentation is stored.

Expenses:

Governors may receive out of pocket expenses incurred as a result of fulfilling their role as governor and the Trust has a policy for this. Payments can cover incidental expenses, such as travel and childcare, but not loss of earnings.