

## Governor Job Description

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Governors and their Governing Bodies provide a key leadership role in any school and are central to its effectiveness and accountability. Governors use their individual skills and experience in the strategic leadership of the school and have a vital role to play in ensuring that it offers every child the best possible education and experience.

Queen's College, Taunton is a member of the Methodist Independent Schools Trust (MIST). MIST Trustees hold ultimate fiduciary and legal responsibility, but it delegates substantial responsibility to the governors of their constituent schools who operate in accordance with its Instrument of governance. Governors at Queen's College are therefore responsible for educating, safeguarding and promoting the wellbeing of pupils; ensuring compliance with the inspection regime; upholding the values of the school and managing the school's activities in furtherance of its charitable objects. Collectively, governors ensure that the School functions within the appropriate legal, regulatory and fiduciary frameworks and acts as a critical friend of the Head and College Leadership Team (CLT), offering support, challenge and encouragement.

### Key Responsibilities

- Sets a clear vision and strategic plan for the School and ensures that the necessary structures are in place to deliver those as part of the strategic management of the School (Strategy)
- Monitors and ensures the effective performance of all areas of the School (Performance)
- Ensures that the School complies with all legal and regulatory requirements (Compliance)
- Act as guardians of the School's assets, both tangible and intangible, taking all due care over their security, deployment and proper application (Responsibility to Safeguard the Assets)
- Ensures that the School's governance is of the highest possible standard (Governance).

### Person Specification

The successful candidate will have a proven track record of leadership, change management and personal achievement in a complex environment.

Our governors possess most or all of the following:



### Experience and Skills

- Highly credible with experience of operating at a senior level within an organisation with significant budgets/complexity gained in the private, public or charity sector.
- Significant experience of working in a team of multidisciplinary managers or professionals.
- Experience of operating in a regulated environment
- Awareness and commitment to children's safety and wellbeing
- Experience in governance skills including, for example: strategic planning, financial management, risk management, organisational performance management, and education delivery & development.
- Politically astute – able to grasp relevant issues underpinned by an understanding of developing partnerships and building relationships with other organisations.
- Experience of achieving change management and transformation in organisations.
- Understands or has the ability to quickly and effectively grasp the environment in which the School operates.

### Personal Qualities

- Commitment to and interest in education as well as a desire to support and promote the values and principles of the School.
- An enquiring mind, with the confidence to challenge constructively.
- Recognises the importance of supporting collective decisions and of balancing challenge with assurance and support.
- Strong communication and listening skills.
- Strong interpersonal skills - able to challenge in a constructive manner, develop creative solutions, manage a wide variety of situations in a meeting and ensure that the outcomes are in the best interest of the School.
- Strong business acumen and the intellectual rigour to understand complex issues and risk.
- The ability to work with a wide range of individuals and organisations and build productive relationships.
- Strong support for the values of inclusion, equality of opportunity and wellbeing.
- Sympathetic to the Methodist ethos and traditions of the School.
- Ability to work with absolute integrity and confidentiality, and accord with the Conflicts of Interests policy.

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### **Commitment**

Regular attendance at Governor and Committee meetings is a core expectation alongside school visits and training events. This, along with preparation for meetings, mean that Governors need to be able to commit to the equivalent of at least six days a year. The role is unremunerated although legitimate expenses incurred on school business will be reimbursed.